Component Tracking System

User's Manual

PREPARED BY

Masterplan

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Masterplan

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1 Introduction

The Component Tracking System web application is a web browser based program to provide an online updates and assessment of components' repair status and information to your computer through internet connection.

The application is divided into two areas as follows:

CTS Portal	Contains general information related to the application and MLU.
CTS Main	Main area of Component Tracking System application. Accessible only to registered users.

2 Getting Started

The majority of the work performed by the application is done on the Component Tracking System's dedicated server, thus making it possible to interact with complex data on nearly any computer with a web browser.

2.1 System Requirements

The web application is designed for use with Google Chrome 28.0 or higher, running on Microsoft Windows PC. The browser is available for free and can be downloaded from the link below:

https://www.google.com/intl/en/chrome/browser/

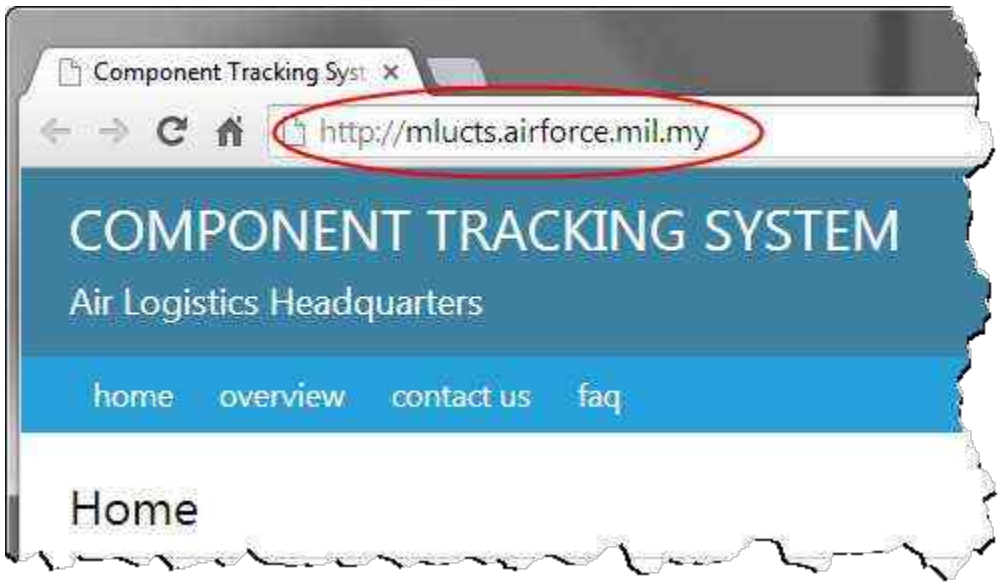
Later versions of Internet Explorer and Mozilla Firefox may work, but have not been thoroughly tested and therefore are not supported. Your computer should also meet the minimum system requirements provided by the manufacturer of the browser you are using. The web application will perform best on computers with a high-speed internet connection. It is not recommended for computers using dial-up modem based internet connections.

To ensure best user experience while using the application, minimum width of monitor screen resolution of 1280 pixels is recommended, and maintaining the browser's zoom setting at normal 100%.

2.2 Launching the Application

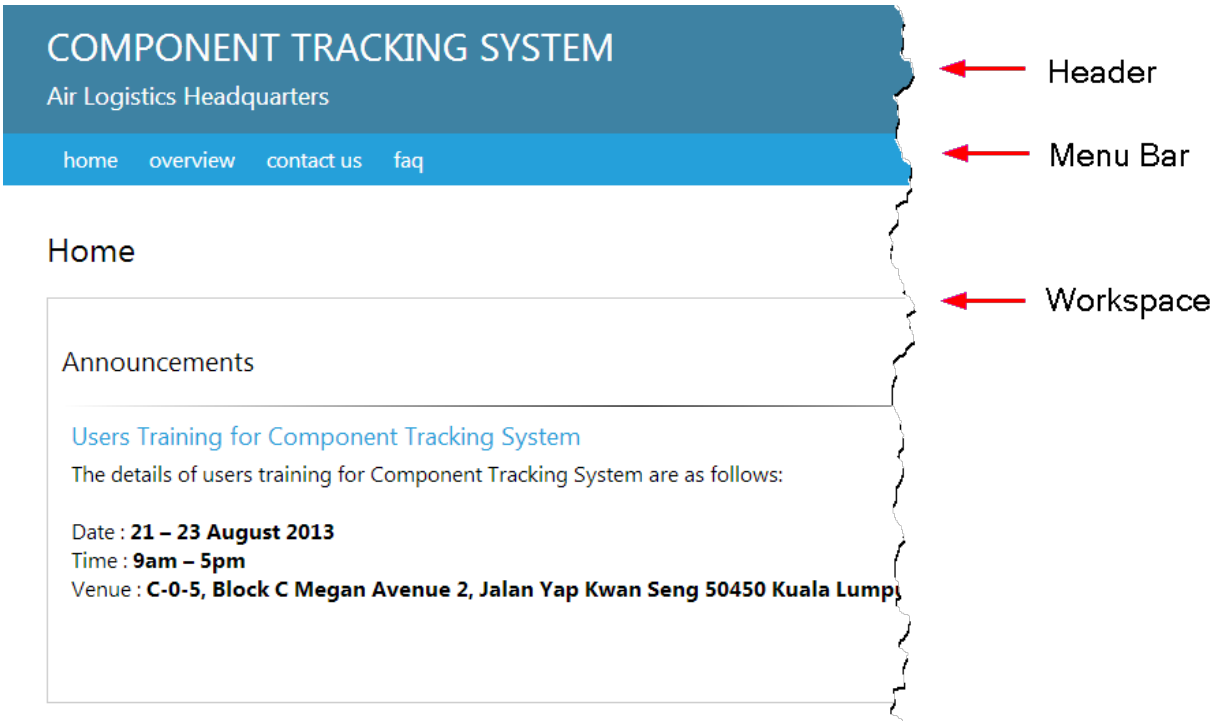
To get started using the Component Tracking System web application right away, just type the following address into your web browser or click on the link below:

http://mlucts.airforce.mil.my



2.3 Application Layout

The Component Tracking System web application uses a simple layout. The application window is basically divided into header, menu bar and workspace.



Each frame and its contents are described in more detail in the sections that follow.

2.3.1 Header

The header displays the application name, owner and TUDM logo. The main window and each popup windows will have the same header as to easily differentiate them from other browser windows opened by user.

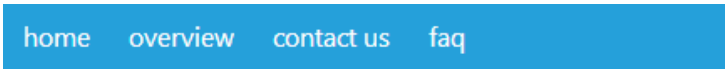
2.3.2 Menu Bar

The menu bar contains navigational buttons for users to open application pages in workspace area. Some of the menu bar main buttons may contain sub menu.

Buttons available in the menu bar are shown differently as follows:

2.3.2.1 CTS Portal Menu

CTS Portal menu provides visitor access to several information related to the application and MLU.



home	Home page of the portal section. Shows any announcements along with Sign In form for users to access the main area of the application.
overview	Shows overview of the application.
contact us	Shows MLU contact information.
faq	Shows frequently asked questions about the application.

2.3.2.2 CTS Main Menu

CTS Main menu provides user access to most CTS process pages.

Depending on the user type of current logged in user, the application will only show menus that are accessible to him or her.

dashboard	Shows due statistics and recent activities.
search	Shows a form to search for component repairs and their current tracking status.
tracking	Contains submenus to monitor tracking of components.

↳ Outbound	Lists all outbound items, which is in the process of being transported to MRO.
↳ On Site	Lists all items that has been received by MRO.
↳ Inbound	Lists all inbound items, which is in the process of being transported back to MATRA.
dues	Contains submenus to monitor Purchase Orders' EDD dues; and RFRQ with pending Quotations.
↳ Upcoming	Lists all Purchase Orders in current SPKB imported data, which EDD is due today or has not yet passed.
↳ Overdue	Lists all Purchase Orders in current SPKB imported data, which EDD has passed.
↳ Pending Quotation	Lists all Request for Repair Quotations in current SPKB imported data, which component has been dispatched but has yet to received Quotations from MRO.
reports	Contains submenus to generate reports.
↳ Outbound	Tracking status report on currently outbound components or those that have been received by MRO.
↳ Inbound	Tracking status report on currently inbound components or those that have been received by MATRA.
↳ MRO List	Purchase Order report by MRO, type and status.
Administration	Contains submenus to perform administrative tasks.
↳ Portal Contents	View and/or edit contents of the portal section.
↳ Announcements	Contains submenus to manage announcements.
↳ List	Lists all existing announcements for editing or deletion.
↳ Add Announcement	Creates new announcement.
↳ Users	Contains submenus to manage CTS users.
↳ List	Lists all existing users for editing or deletion.
↳ Add *UserType*	Add new user of the selected user type. Please refer to 4.1.1 for available CTS user types.
User's account	Contains submenus to perform tasks related to current user's account.
↳ Edit Profile	Edit current user's profile.

↳ Change Password	Change current user's sign in password.
↳ Sign Out	Sign out from the CTS Main area.

2.3.3 Workspace

The workspace area is where the application pages are displayed. Information and other data manipulation activities are displayed and performed in this area.

2.4 Common Operations

2.4.1 Tables

Component Tracking System application uses tables to display records data extensively. All tables implement the same basic operation to navigate through pages of records, or to change list display.

Refresh	Refreshes the records in the table by performing the same operation when the table was first generated.
Column Headers	When available, clicking on any of the column headers will sort the list by that column. Sorting mode can be changed by clicking the column header multiple times as follows: Sort Ascending → Sort Descending → No Sorting Currently sorted column is highlighted in blue with the above sort direction indicator icon to denote ascending or descending sorting currently in effect.
	Go to the first page. This button will do nothing when current table page is the first page (Page 1).
	Go to previous page. This button will do nothing when current table page is the first page (Page 1).
1 2 3 4 5 6 7 8 9 10	Available page numbers the table currently has. The current page number the table is displaying is highlighted in blue.
...	The table can list up to 10 page numbers at any one time. When the table has more than 10 pages, the next or previous 10 page numbers can be displayed by clicking the left or right ellipsis respectively.
	Go to next page. This button will do nothing when current table page is the last page.

▶|	Go to the last page. This button will do nothing when current table page is the last page.
Page size: 10 ▼	Page size is used to specify maximum number of records to display per page. By default, page size is set to 10 records per page. Click on ▼ icon to open a dropdown list to select other page size setting. Available options are: • 10 • 20 • 50
N items in *P* pages	Information about number of records (*N*) and number of pages (*P*) the table currently has.

The table pagination controls are only shown when number of records the table has is more than the selected page size.

2.4.2 HTML Editors

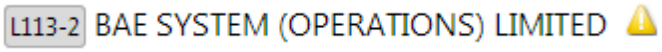
Component Tracking System application uses HTML editor to create or edit rich text contents for display on web browsers. All HTML editors implement the same basic operation to edit or format its contents.

	Saves the content.
	Cuts currently selected text in content area.
	Copies currently selected text in content area.
	Pastes text from the clipboard to the cursor location in the content area.
▼	Opens paste options to perform specific pasting operation.
▼	Undo changes.
▼	Redo changes.
B	Turns on or off bold formatting at current cursor location or the currently selected text in content area.
I	Turns on or off italic formatting at current cursor location or the currently selected text in content area.
U	Turns on or off underlined formatting at current cursor location or the currently selected text in content area.
abc	Turns on or off strikethrough formatting at current cursor location or the currently selected text in content area.

Ω ▼	Opens a dropdown list containing symbols to insert at current cursor location in the content area.
▼	Opens a table creation wizard to insert table at current cursor location in the content area.
	Opens an Insert Image dialog to insert image at current cursor location in the content area.
	Opens an Insert Link dialog to insert hyperlink at current cursor location in the content area.
	Removes a hyperlink at current cursor location in the content area.
	Toggle full screen mode of the editor.
Design	Sets the editor to design mode.
HTML	Sets the editor to HTML mode.
Preview	Previews the content.

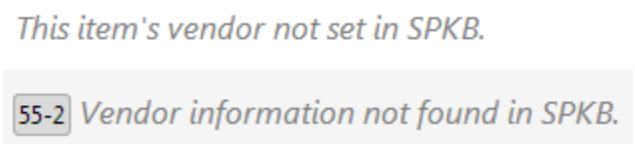
2.4.3 Vendor Names

Every vendor names appear throughout CTS application are displayed in the following format:



The first part (in grey box) displays the vendor's site code for user reference. The middle part shows the company name. And the right part only available when displaying MRO name. The ⚠ icon denotes that the MRO has not yet been registered as user of Component Tracking System application.

Since these information are not maintained in CTS application, but instead supplied by the latest imported SPKB data, availability and accuracy are not guaranteed. When this happens, the application generally show a message to inform user of the situation. For e.g.:



The first message means the related item does not have vendor information set. As for the second message, it means the related item does have vendor site set, but the vendor site information does not exist in vendors main lookup table in SPKB.

Users are able to see more information about any specific vendor when needed. This is done by hovering the mouse cursor over the vendor name. The application will download the information in background and show the information as below:

To close the information window, click on the ⊗ button on the top-right corner of the window.

3 CTS Portal

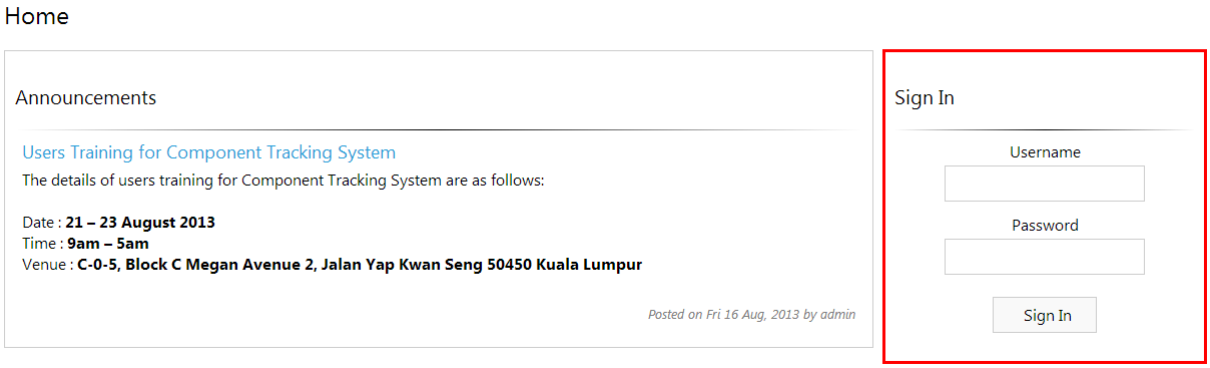
Component Tracking System Portal is a public area and accessible to everyone. It mainly contains information about the application and/or MLU as the application owner.

The information can be set by an administrator through **administration** menu in CTS Main area.

4 CTS Main

Component Tracking System Main is the application main area where users can perform various tasks of component tracking. This area also provides administration pages for administrators to perform administrative tasks.

To access CTS Main area, user will have to sign in through the form available on CTS Portal home page.


Home
Announcements
Users Training for Component Tracking System
The details of users training for Component Tracking System are as follows:
Date : 21 – 23 August 2013
Time : 9am – 5am
Venue : C-0-5, Block C Megan Avenue 2, Jalan Yap Kwan Seng 50450 Kuala Lumpur
Posted on Fri 16 Aug, 2013 by admin
Sign In
Username
Password
Sign In

Descriptions of the Sign In form is as follows:

Username	Enter account username to sign in as.
Password	Enter the password for the above username.
Sign In	Begin authentication process.

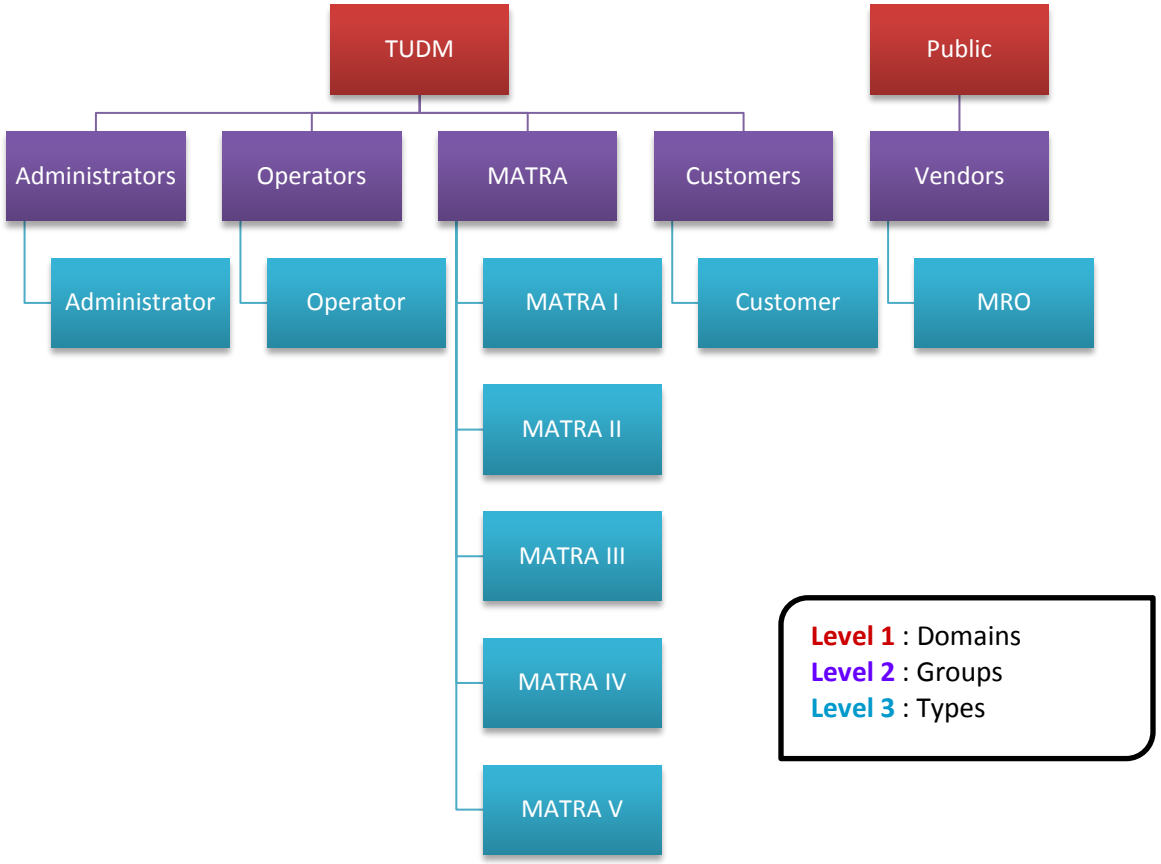
4.1 User Access

CTS Main area is only accessible to registered users. User registration is performed by administrators or operators.

All registered users are assigned with specific user type to determine his or her access level. This is done during account registration, and can be changed at Users Management page by administrators or operators when required.

4.1.1 Domains, Groups and Types

The hierarchy of user domain, group and type is shown below:



4.1.2 Page Access Level

User access to individual page under the CTS Main area is determined by either the user's domain, group or type during authentication process.

The following table summarizes access level to every pages in the main area of the application:

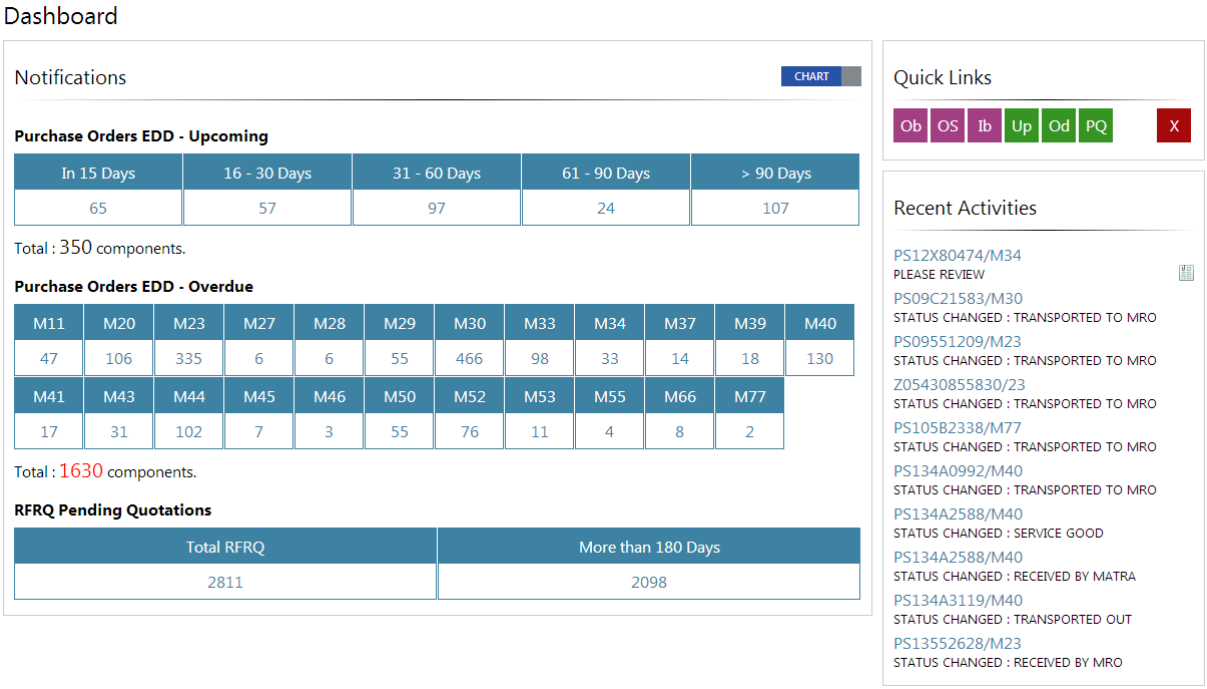
	User Types								
Page	Administrator	Operator	MATRA I	MATRA II	MATRA III	MATRA IV	MATRA V	Customer	MRO [1]
Dashboard	✓	✓	✓	✓	✓	✓	✓	✓	✓
Search	✓	✓	✓	✓	✓	✓	✓	✓	✓
Inbound	✓	✓	✓	✓	✓	✓	✓	✓	✓

	User Types								
Page	Administrator	Operator	MATRA I	MATRA II	MATRA III	MATRA IV	MATRA V	Customer	MRO [1]
On Site	✓	✓	✓	✓	✓	✓	✓	✓	✓
Outbound	✓	✓	✓	✓	✓	✓	✓	✓	✓
Upcoming	✓	✓	✓	✓	✓	✓	✓	✓	✓
Overdue	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pending Quotations	✓	✓	✓	✓	✓	✓	✓	✓	✓
Outbound Report	✓	✓	✓	✓	✓	✓	✓	✓	
Inbound Report	✓	✓	✓	✓	✓	✓	✓	✓	
Portal Contents Editing	✓								
Announcements Management	✓	✓							
Users Management	✓	✓							
Edit Profile	✓	✓	✓	✓	✓	✓	✓	✓	✓
Change Password	✓	✓	✓	✓	✓	✓	✓	✓	✓
Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
Select MTO	✓	✓	✓						
Set Status									
TRANSPORTED OUT	✓	✓	✓						
RECEIVED BY MRO	✓	✓							✓
TRANSPORTED IN	✓	✓							✓
RECEIVED BY MATRA	✓	✓	✓	✓	✓	✓	✓		
SATISFIED	✓	✓	✓	✓	✓	✓	✓		
Add Activity	✓	✓	✓	✓	✓	✓	✓	✓	✓

✓ *= access allowed.*

[1] *Only related data to each MRO shown to the currently logged in MRO user.*

4.2 Dashboard



Dashboard is the default landing page after users successfully signed in to the CTS Main. It consists of Notifications, Quick Links, and Recent Activities panel.

The page can also be accessed by clicking on the dashboard button on the menu bar.

4.2.1 Notifications

There are two types of Notifications panel which are determined by the type of currently signed in user:

1. Users that belong to **TUDM** user domain;
2. Users that belong to the **MRO** user type.

4.2.1.1 TUDM Domain Notifications Panel

TUDM Domain users notifications panel displays the total count of items in 3 different categories:

1. Purchase Order EDD – Upcoming

   Total Purchase Orders in current SPKB imported data, which EDD is due today or has not yet passed. The totals are split into range of number of days (i.e.: in 15 days; 16 to 30 days; 31 to 60 days; 61 to 90 days; and more than 90 days.)

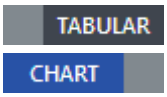
2. Purchase Order EDD – Overdue

   Total Purchase Orders in current SPKB imported data, which EDD has already passed (overdue). The totals are categorized into each aircraft/radar number (**M*nn***). CTS will determine the aircraft/radar number for each Purchase Order from its PO number. For those Purchase Orders that aircraft/radar numbers could not be determined, they will be grouped under **?** (unknown) category.

3. RFRQ Pending Quotations

   Total Request for Repair Quotations in current SPKB imported data, of which their components has been dispatched to MROs, but has not received quotation from them. Total RFRQs that has exceeded 180 days is also shown.

The view format of Notification panel can be switched between **Tabular** and **Chart** by clicking on the toggle switch on the upper right of panel:



Click to change to Tabular view.
Click to change to Chart view.

Example of Notifications panel in Tabular view:

Notifications CHART

Purchase Orders EDD - Upcoming

In 15 Days	16 - 30 Days	31 - 60 Days	61 - 90 Days	> 90 Days
65	57	97	24	107

Total : 350 components.

Purchase Orders EDD - Overdue

M11	M20	M23	M27	M28	M29	M30	M33	M34	M37	M39	M40
47	106	335	6	6	55	466	98	33	14	18	130

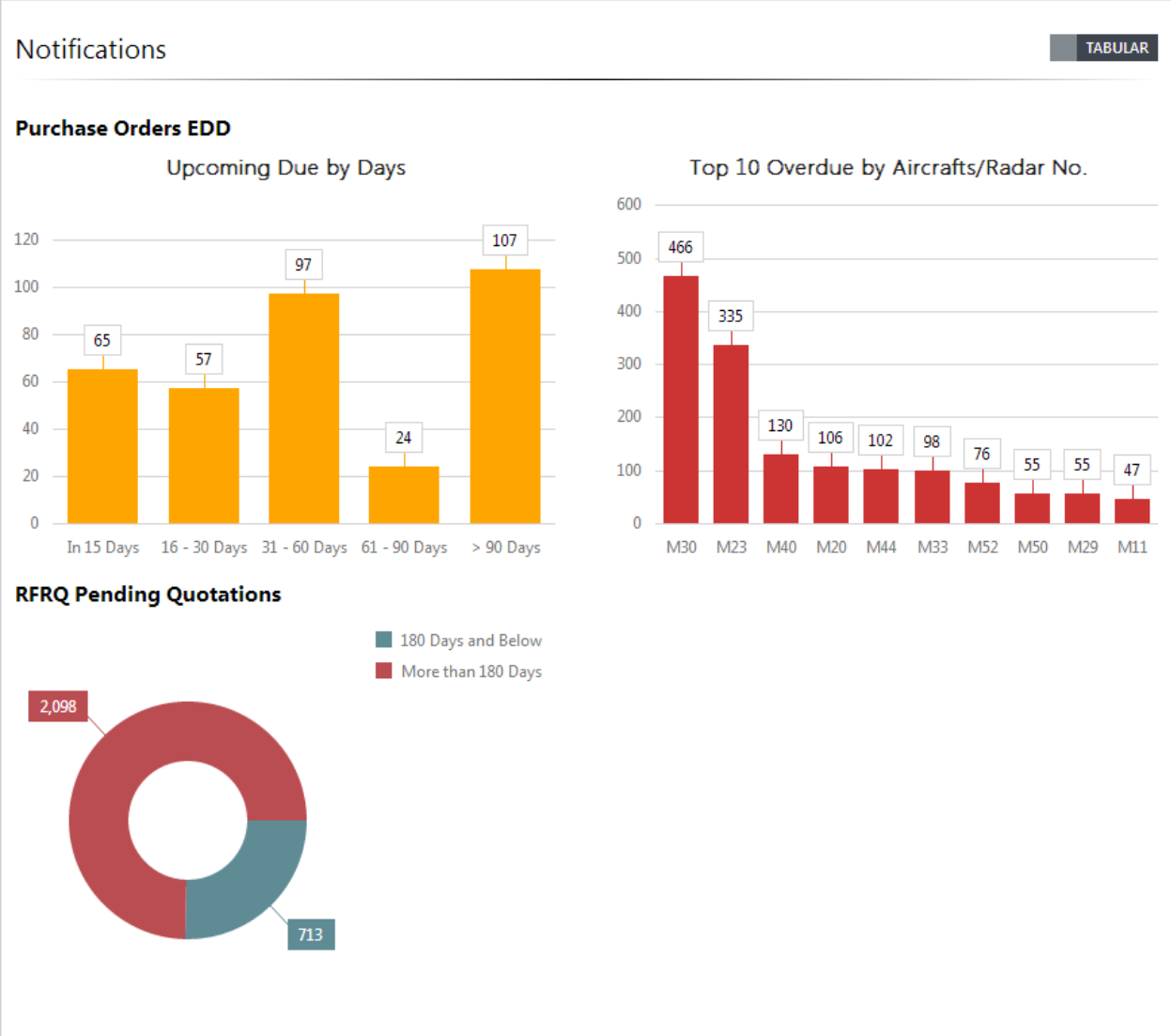
M41	M43	M44	M45	M46	M50	M52	M53	M55	M66	M77
17	31	102	7	3	55	76	11	4	8	2

Total : 1630 components.

RFRQ Pending Quotations

Total RFRQ	More than 180 Days
2811	2098

Example of Notifications panel in Chart view:



Because of space constraint, in Chart view, Purchase Order EDD Overdue chart shows only the top 10 aircraft/radar categories with highest overdue total.

All category shown in Notifications panel can be drilled down. Click on any category total or chart element to see the respective list of items fall under that category.

4.2.1.2 MRO Notifications Panel

MRO users notifications panel displays the total count of items in 2 different categories:

1. Repair Dues

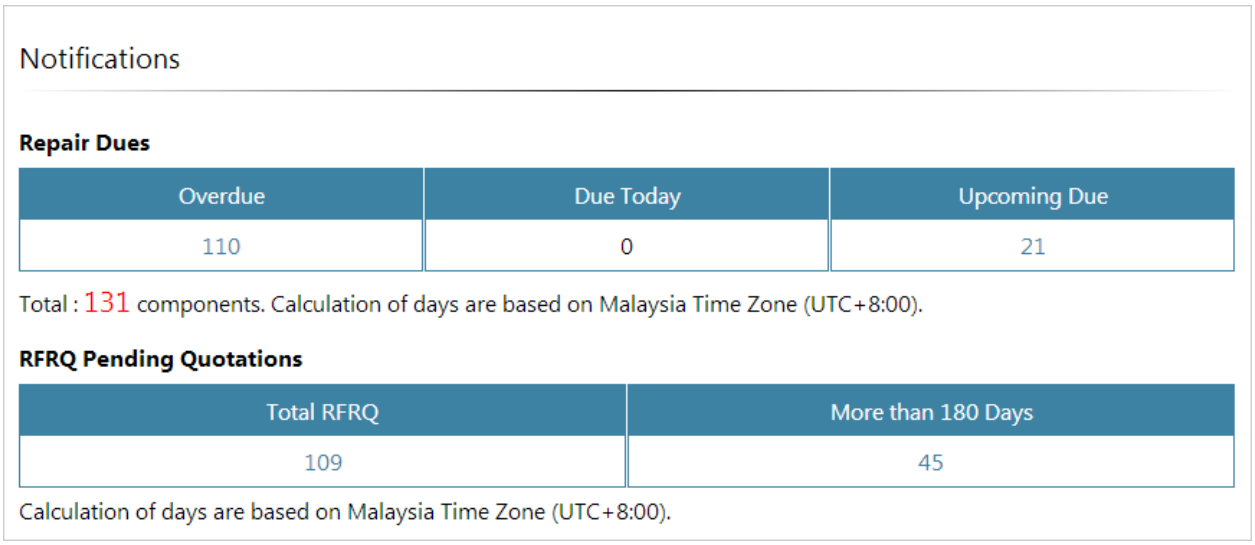
   Total Purchase Orders in current SPKB imported data, split into 3 groups:

a. Overdue – Total items which EDD has already passed.
b. Due Today – Total items which EDD is due today.
c. Upcoming Due – Total items which EDD has not yet passed.

2. RFRQ Pending Quotations

   Total Request for Repair Quotations in current SPKB imported data, of which their components has been dispatched to MROs, but has not received quotation from them. Total RFRQs that has exceeded 180 days is also shown.

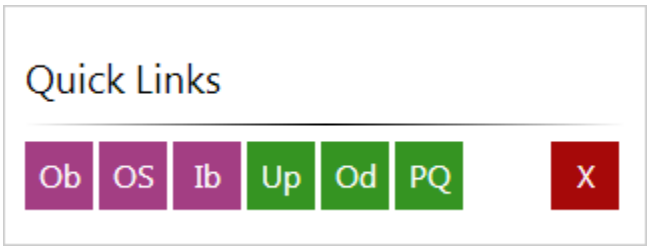
Example of MRO Notifications panel:



For MRO, only related data to the currently logged in MRO user are accounted and shown.

4.2.2 Quick Links

Quick Links panel contains links for easy access right from the dashboard. The same links also can be accessed from the menu bar.



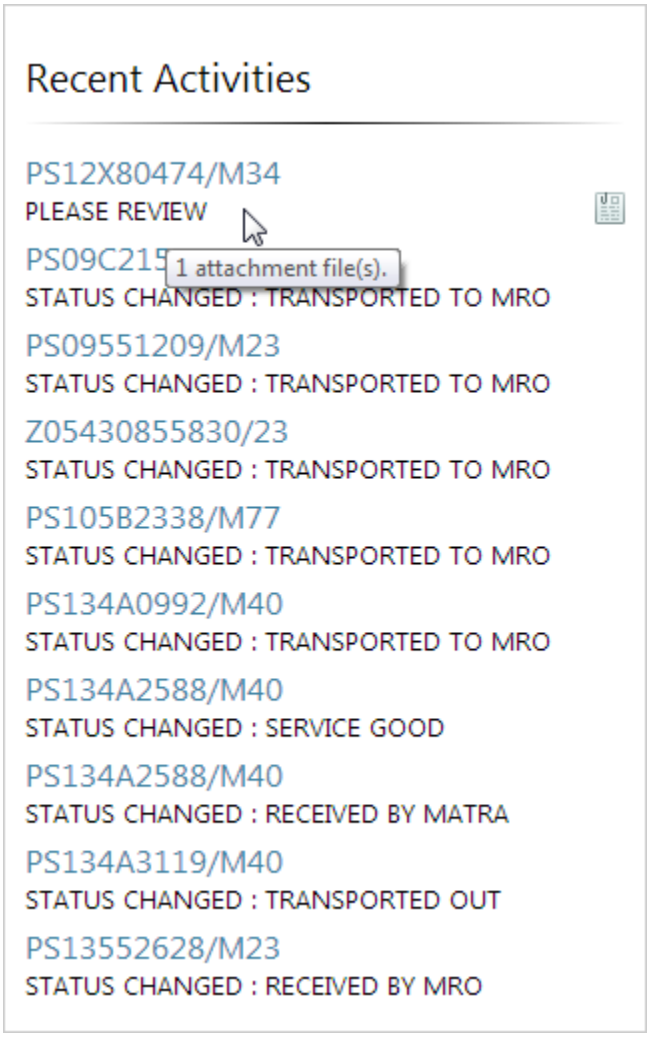
Details of Quick Links buttons are as follows:

Ob	Link to Outbound tracking list.
OS	Link to On Site tracking list.
Ib	Link to Inbound tracking list.
Up	Link to Upcoming due list.
Od	Link to Overdue list.
PQ	Link to Pending Quotations due list.
X	Signs out of the application.

In the application, hover the mouse cursor on the buttons to see what the buttons link to.

4.2.3 Recent Activities

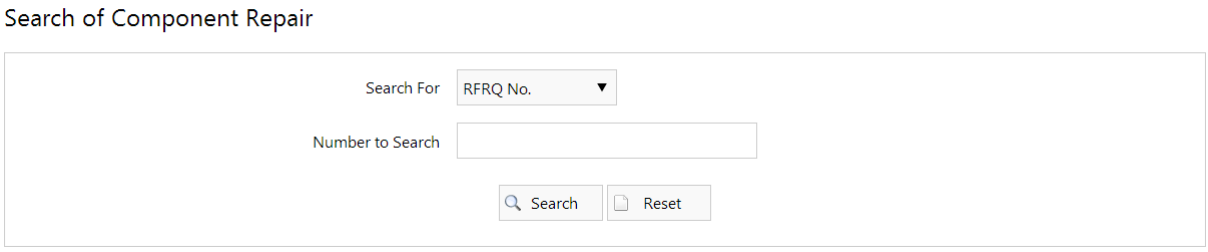
Recent Activities panel lists 10 latest activities posted in any items in the application. Activities shown include tracking status updates, inbound MTO selection, and user remarks. When an activity remark is attached with file, icon will be displayed for that particular activity. Hovering over the activity remark will pop up a tooltip specifying number of attachments.



For MRO users, only related data to the currently logged in MRO user are listed.

4.3 Search

Search page is used for searching items. Searching can be performed by using data supplied by user as the search criteria. All items can be searched regardless of whether Purchase Order and/or Quotation has been issued or not.



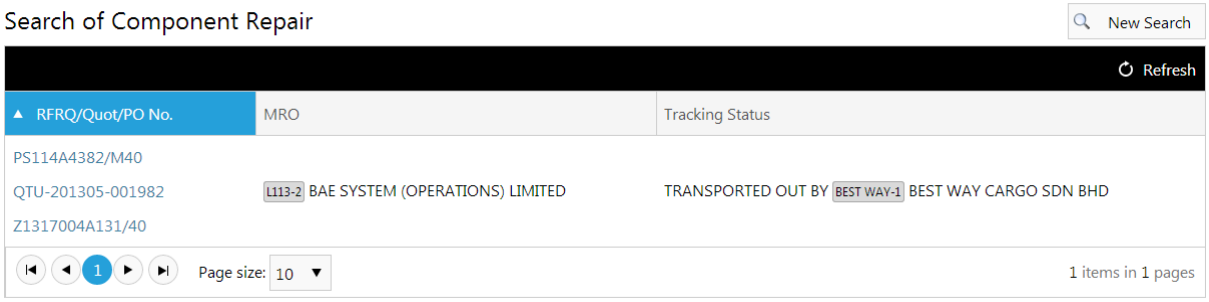
The page can be opened by clicking on the **search** button on the menu bar.

Descriptions of the search form are as follows:

Search For	Sets data categories to search for. Click on the ▼ icon to open a dropdown list to select another category. Available options are: • *RFRQ No.* • *P.O. No.* • *Part No.* • *Serial No.*
Number to Search	Data to search for the selected data category.
Search	Begin searching.
Reset	Empties all fields on the form.

4.3.1 Search Result

After searching completed, a list of items which match the search criteria, will be displayed in a table as follows:



Depending on availability of respective items, RFRQ No., Quotation No. and Purchase Order No. will be displayed for each item along the name and site code of the MRO, and current tracking status.

Items are listed in a table with the following data columns:

Column Name	Description
No.	Item number in list.
RFRQ/Quot/PO No.	Item RFRQ, Quotation, and Purchase Order number, whichever available.
MRO	Name of MRO appointed for servicing the component.
Tracking Status	Current tracking status of item.

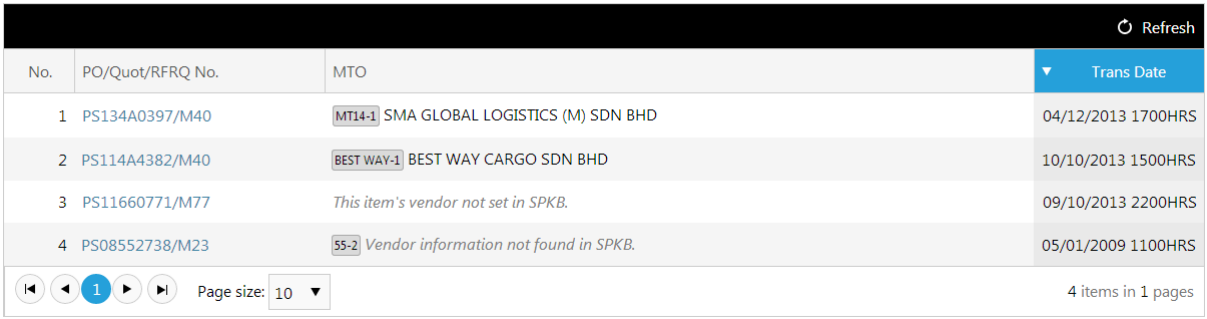
Available user operations on the page are as follows:

New Search	Go back to the search form to perform a new search.
RFRQ/Quot/PO No.	Opens details page of the item.
MRO	Opens a popup window showing the MRO company information by hovering the mouse cursor over the name.
Tracking Status	When applicable, opens a popup window showing the MTO company information by hovering the mouse cursor over the name.

For MRO users, only related data to the currently logged in MRO user are searchable and listed.

4.4 Outbound

Outbound


Refresh
No.
PO/Quot/RFRQ No.
MTO
Trans Date
1 PS134A0397/M40 MT14-1 SMA GLOBAL LOGISTICS (M) SDN BHD 04/12/2013 1700HRS
2 PS114A4382/M40 BEST WAY-1 BEST WAY CARGO SDN BHD 10/10/2013 1500HRS
3 PS11660771/M77 This item's vendor not set in SPKB. 09/10/2013 2200HRS
4 PS08552738/M23 55-2 Vendor information not found in SPKB. 05/01/2009 1100HRS
Page size: 10
4 items in 1 pages

Outbound page is used to display items that are in the process of being transported out to MRO.

Outbound page can be opened by clicking on **tracking → Outbound** submenu in the menu bar or Ob button in **Quick Links** panel on the dashboard page.

Items are listed in a table with the following data columns:

Column Name	Description
PO/Quot/RFRQ No.	Item RFRQ, Quotation, or Purchase Order number, whichever available.
MTO	Name of MTO appointed for transporting the component to MRO.
Trans Date	Date and time the component was picked up from MATRA.

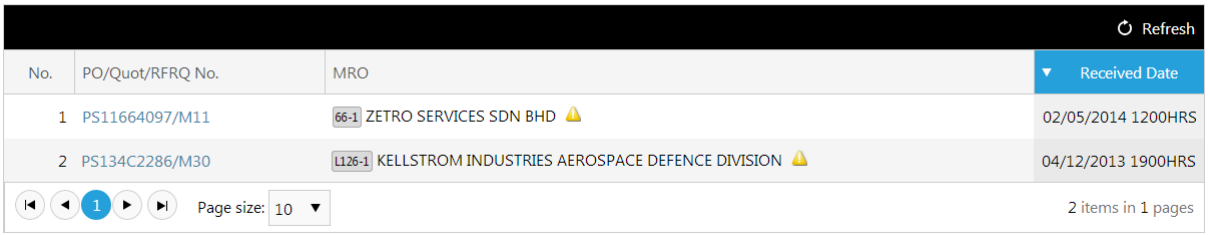
Available user operations on the page are as follows:

PO/Quot/RFRQ No.	Opens details page for the item.
MTO	Opens a popup window showing the MTO company information by hovering the mouse cursor over the name.

For MRO, Outbound page is named as *Inbound*. And only related data to the currently logged in MRO user are listed.

4.5 On Site

On Site



On Site page is used to display items that has been received by MRO.

On Site page can be opened by clicking on **tracking → On Site** submenu in the menu bar or OS button in **Quick Links** panel on the dashboard page.

Items are listed in a table with the following data columns:

Column Name	Description
No.	Item number in list.
PO/Quot/RFRQ No.	Item RFRQ, Quotation, or Purchase Order number, whichever available.
MRO	Name of MRO appointed for servicing the component.

Received Date	Date and time the component delivered to MRO.

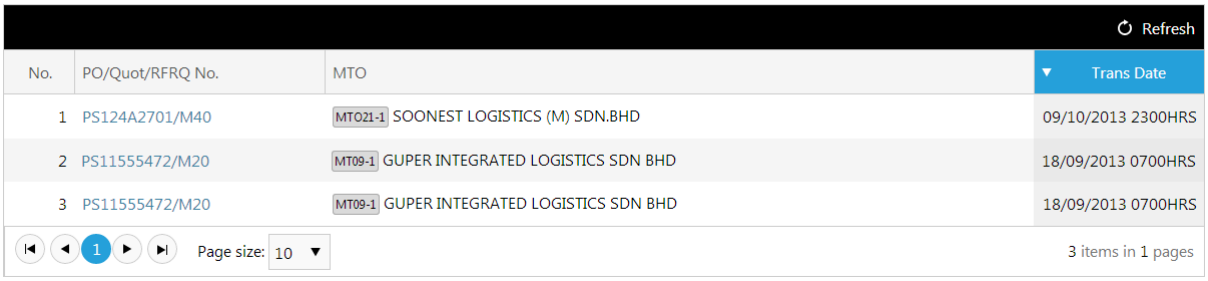
Available user operations on the page are as follows:

PO/Quot/RFRQ No.	Opens details page for the item.
MRO	Opens a popup window showing the MRO company information by hovering the mouse cursor over the name.

For MRO, only related data to the currently logged in MRO user are listed.

4.6 Inbound

Inbound


Refresh
No.
PO/Quot/RFRQ No.
MTO
Trans Date
1 PS124A2701/M40 MTO21-1 SOONEST LOGISTICS (M) SDN.BHD 09/10/2013 2300HRS
2 PS11555472/M20 MT09-1 GUPER INTEGRATED LOGISTICS SDN BHD 18/09/2013 0700HRS
3 PS11555472/M20 MT09-1 GUPER INTEGRATED LOGISTICS SDN BHD 18/09/2013 0700HRS
Page size: 10
3 items in 1 pages

Inbound page is used to display items that are in the process of transported back to MATRA.

Inbound page can be opened by clicking on **tracking → Inbound** submenu in the menu bar or Ib button in **Quick Links** panel on the dashboard page.

Items are listed in a table with the following data columns:

Column Name	Description
No.	Item number in list.
PO/Quot/RFRQ No.	Item RFRQ, Quotation, or Purchase Order number, whichever available.
MTO	Name of MTO appointed for transporting the component to MATRA.
Trans Date	Date and time the component was picked up from MRO.

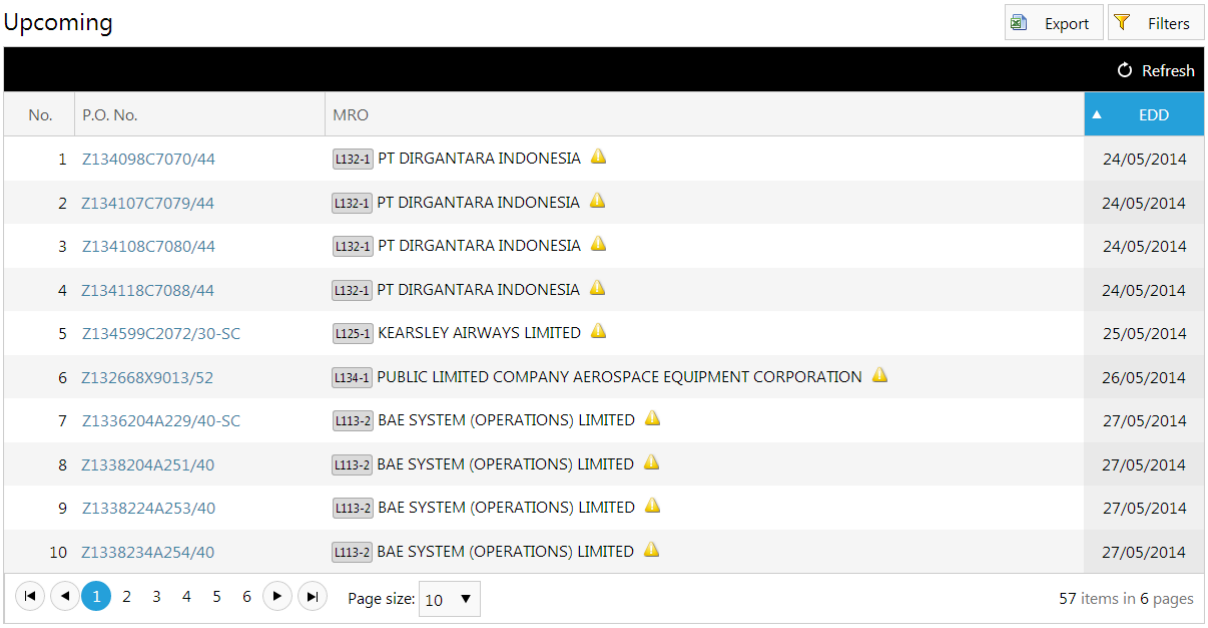
Available user operations on the page are as follows:

PO/Quot/RFRQ No.	Opens details page for the item.

MTO	Opens a popup window showing the MTO company information by hovering the mouse cursor over the name.

For MRO, Inbound page is named as *Outbound*. And only related data to the currently logged in MRO user are listed.

4.7 Upcoming


Upcoming
Export
Filters
Refresh
No.
P.O. No.
MRO
EDD
1 Z134098C7070/44 L132-1 PT DIRGANTARA INDONESIA 24/05/2014
2 Z134107C7079/44 L132-1 PT DIRGANTARA INDONESIA 24/05/2014
3 Z134108C7080/44 L132-1 PT DIRGANTARA INDONESIA 24/05/2014
4 Z134118C7088/44 L132-1 PT DIRGANTARA INDONESIA 24/05/2014
5 Z134599C2072/30-SC L125-1 KEARSLEY AIRWAYS LIMITED 25/05/2014
6 Z132668X9013/52 L134-1 PUBLIC LIMITED COMPANY AEROSPACE EQUIPMENT CORPORATION 26/05/2014
7 Z1336204A229/40-SC L113-2 BAE SYSTEM (OPERATIONS) LIMITED 27/05/2014
8 Z1338204A251/40 L113-2 BAE SYSTEM (OPERATIONS) LIMITED 27/05/2014
9 Z1338224A253/40 L113-2 BAE SYSTEM (OPERATIONS) LIMITED 27/05/2014
10 Z1338234A254/40 L113-2 BAE SYSTEM (OPERATIONS) LIMITED 27/05/2014
1 2 3 4 5 6
Page size: 10
57 items in 6 pages

Upcoming page is used to display Purchase Order having EDD due today onwards.

Upcoming page can be opened by clicking on **dues → Upcoming** submenu in the menu bar or Up button in **Quick Links** panel on the dashboard page.

Items are listed in a table with the following data columns:

Column Name	Description
No.	Item number in list.
PO No.	Item Purchase Order number.
MRO	Name of MRO appointed for servicing the component.
EDD	The estimated delivery date of item.

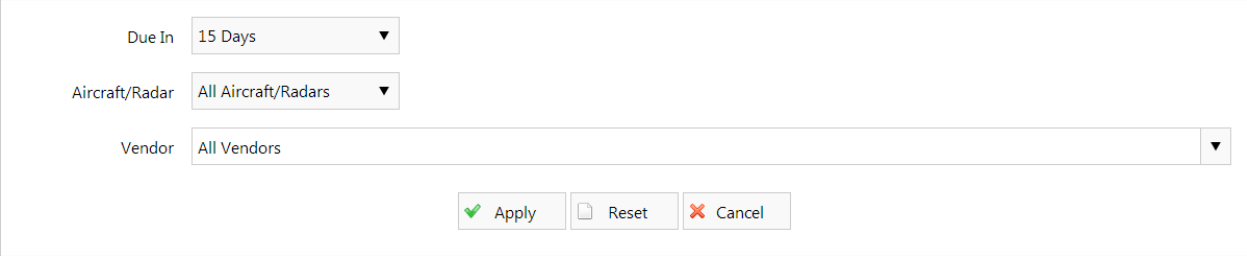
Available user operations on the page are as follows:

Export	Exports the list to an Excel file for downloading to user's computer.
Filters	Shows a form to filter the list.
P.O. No.	Opens details page for the item.
MRO	Opens a popup window showing the MRO company information by hovering the mouse cursor over the name.

For MRO, only related data to the currently logged in MRO user are listed. And *MRO* column is not shown.

4.7.1 Filtering Upcoming List

Items shown in the list can be filtered by using a form to specify one or more criteria. The form can be opened by clicking Filters button on top right of the workspace.



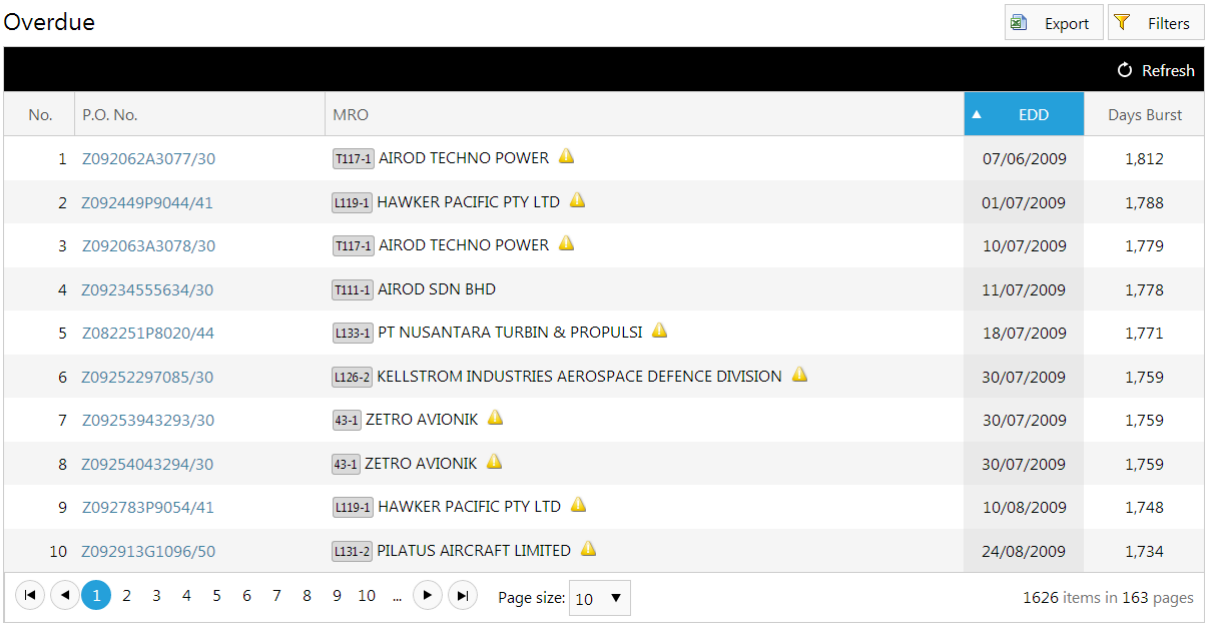
Descriptions of the form are as follows:

Due In	Sets the period filter in number of days where EDD will due. Click on the ▼ icon to change. Available options are: • *15 Days* • *16 to 30 Days* • *31 to 60 Days* • *61 to 90 Days* • *More than 90 Days*
Aircraft/Radar	Sets the aircraft/radar number filter of items to show. Click on the ▼ icon to change. The dropdown list contains *All Aircraft/Radars* as the first option, followed by any aircraft/radar no. present in the database.
Vendor	Select vendor name of items to show. Type in the field to show a list of vendors with name or vendor code contain the exact text as entered.
Apply	Apply current filter settings.

Reset	Returns all fields on the form to default values.
Cancel	Discards all changes made and return to list.

For MRO, this filtering feature is not available.

4.8 Overdue



Overdue page is used to display Purchase Order having EDD that has passed as of today.

Overdue page can be opened by clicking on either **dues → Overdue** submenu in the menu bar or Od button in **Quick Links** panel on the dashboard page.

Items are listed in a table with the following data columns:

Column Name	Description
No.	Item number in list.
PO No.	Item Purchase Order number.
MRO	Name of MRO appointed for servicing the component.
EDD	The estimated delivery date of item.
Days Burst	Number of days has passed since the EDD.

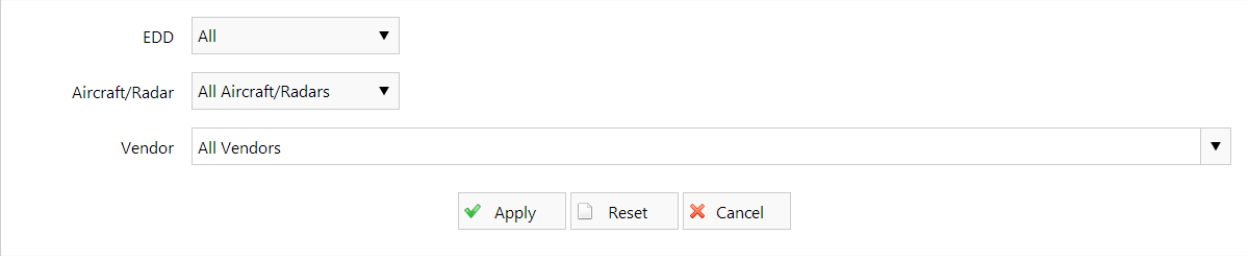
Available user operations on the page are as follows:

Export	Exports the list to an Excel file for downloading to user's computer.
Filters	Shows a form to filter the list.
P.O. No.	Opens details page for the item.
MRO	Opens a popup window showing the MRO company information by hovering the mouse cursor over the name.

For MRO, only related data to the currently logged in MRO user are listed. And *MRO* column is not shown.

4.8.1 Filtering Overdue List

Items shown in the list can be filtered by using a form to specify one or more criteria. The form can be opened by clicking Filters button on top right of the workspace.



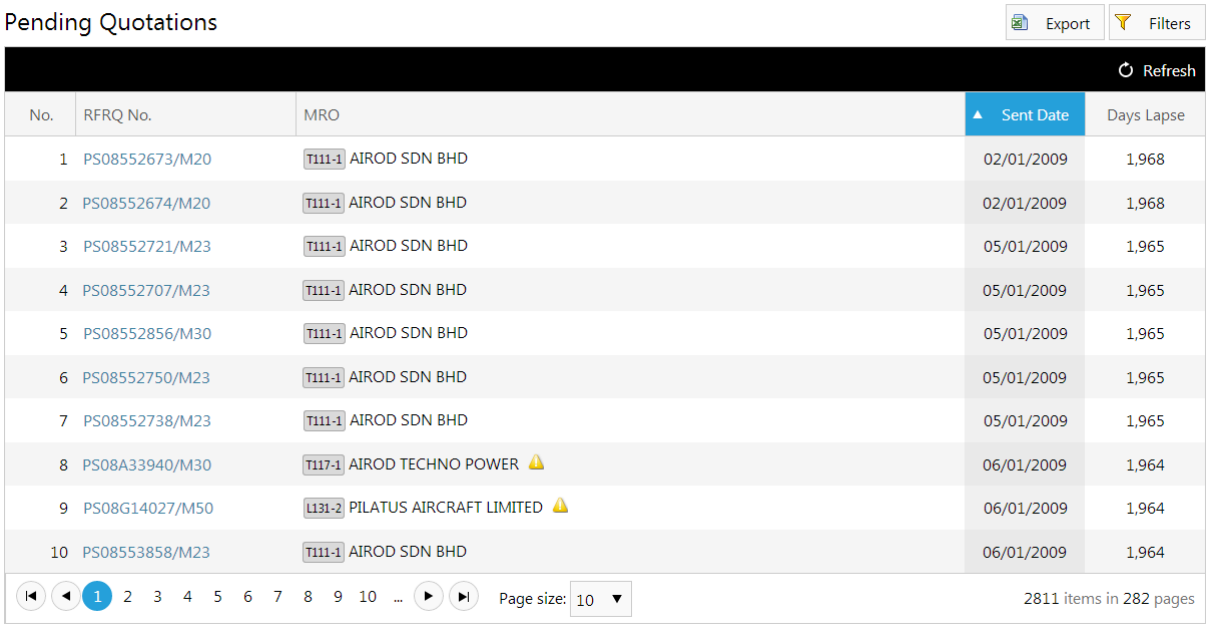
Descriptions of the form are as follows:

Year of EDD	Sets the year of EDD filter of items to show. Click on the ▼ icon to change. The dropdown list contains the following fixed options: • *All* – for disabling filter by EDD year. • *No. Days Burst* – for filtering items having EDD that has passed by an exact number of days. The field for entering the number of days will be shown when this option is selected, as below: EDD No. Days Burst 1 • *More than 180 Days Burst* – for filtering items having EDD that has passed more than 180 days since today. • *Year* – for filtering items having EDD year equals the selected year.

Aircraft/Radar	Sets the aircraft/radar number filter of items to show. Click on the ▼ icon to change. The dropdown list contains *All Aircraft/Radars* as the first option to disable filtering by aircraft/radar number, followed by any aircraft/radar numbers present in the database.
Vendor	Select vendor name of items to show. Type in the field to show a list of vendors with name or vendor code contain the exact text as entered.
Apply	Apply current filter settings.
Reset	Returns all fields on the form to default values.
Cancel	Discards all changes made and return to list.

For MRO, this filtering feature is not available.

4.9 Pending Quotations



Pending Quotations page is used to monitor Request for Repair Quotations, which item has been dispatched but has yet to received Quotations from MRO.

Pending Quotations page can be opened by clicking on either **dues → Pending Quotations** submenu in the menu bar or PQ button in **Quick Links** panel on the dashboard page.

Items are listed in a table with the following data columns:

Column Name	Description
No.	Item number in list.
RFRQ No.	Item Purchase Order number.
MRO	Name of MRO the component is sent to.
Sent Date	The sent/dispatched date of item's component.
Days Lapse	Number of days has passed since the sent date .

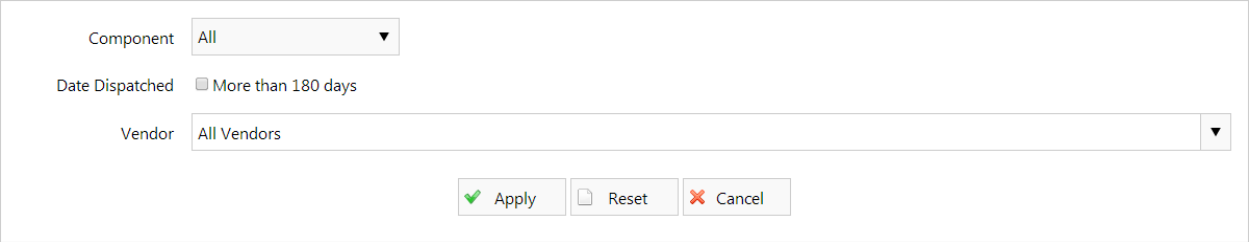
Available user operations on the page are as follows:

Export	Exports the list to an Excel file for downloading to user's computer.
Filters	Shows a form to filter the list.
RFRQ No.	Opens details page for the item.
MRO	Opens a popup window showing the MRO company information by hovering the mouse cursor over the name.

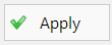
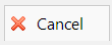
For MRO, only related data to the currently logged in MRO user are listed. And *MRO* column is not shown.

4.9.1 Filtering Pending Quotations List

Items shown in the list can be filtered by using a form to specify one or more criteria. The form can be opened by clicking Filters button on top right of the workspace.

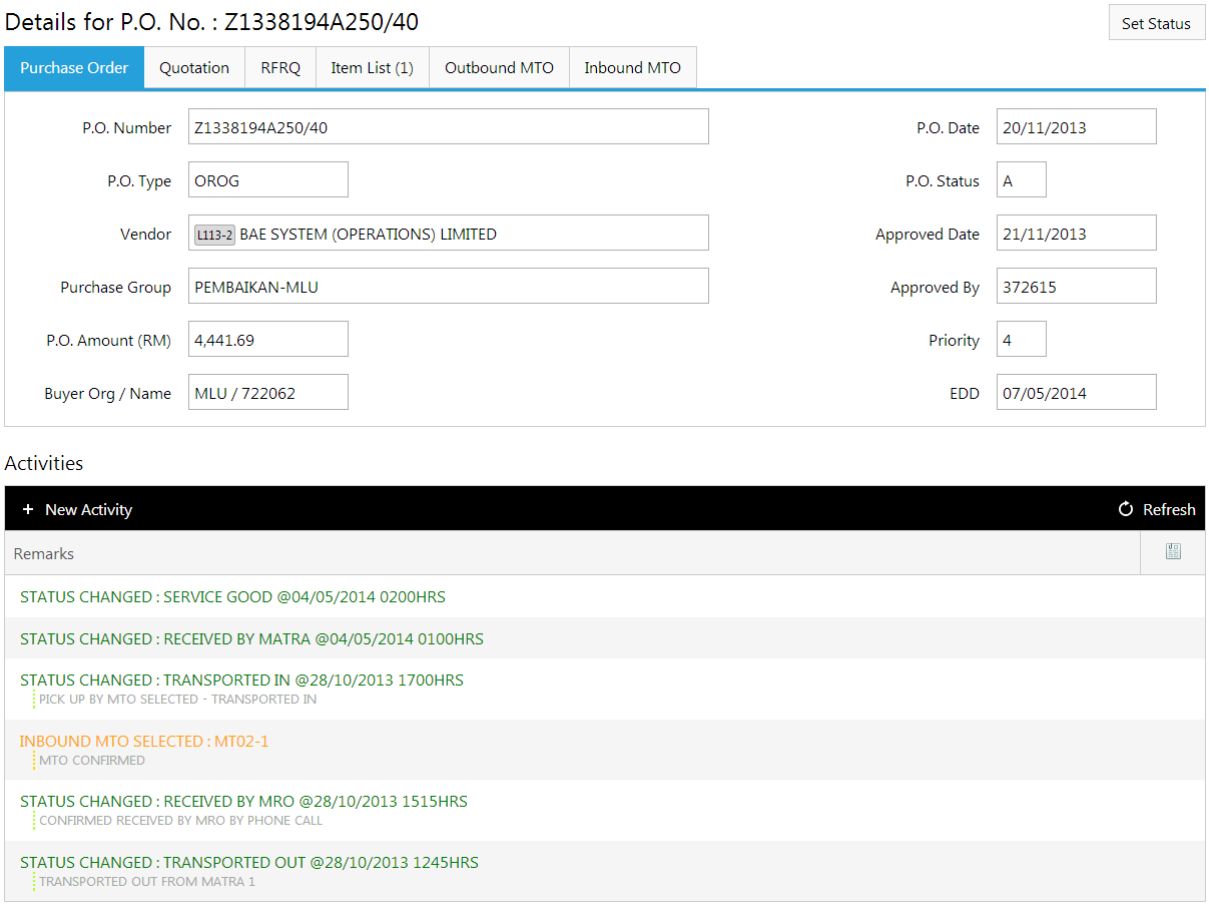


Descriptions of the form are as follows:

Component	Sets the component filter of items to show. Click on the ▼ icon to change. The dropdown list contains the following fixed options: • *All* – for disabling filter by component. • *Part No.* – for filtering items by component part number. The field for entering the part number will be shown when this option is selected, as below: • *Serial No.* – for filtering items by component serial number. The field for entering the serial number will be shown when this option is selected, as below:
Date Dispatched	Check the *More than 180 days* flag filter items that has passed 180 days since date of dispatched.
Vendor	Select vendor name of items to show. Type in the field to show a list of vendors with name or vendor code contain the exact text as entered.
	Apply current filter settings.
	Returns all fields on the form to default values.
	Discards all changes made and return to list.

For MRO, filtering by Vendor is not available.

4.10 Details



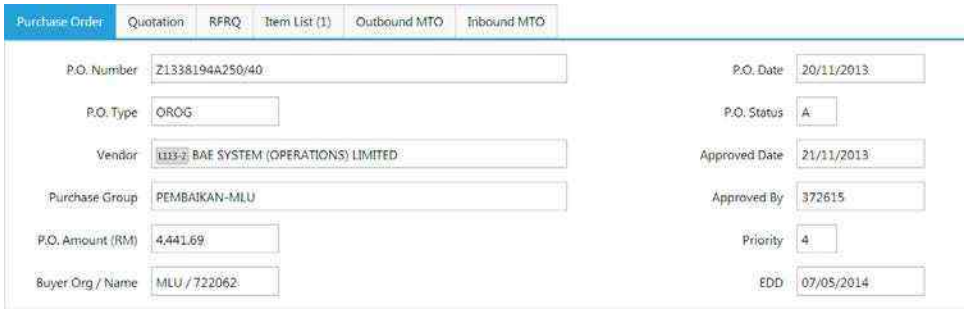
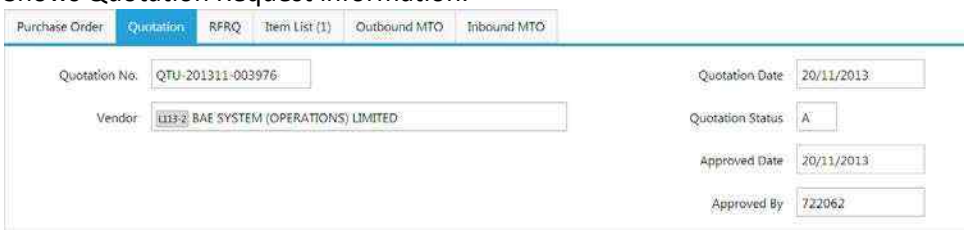
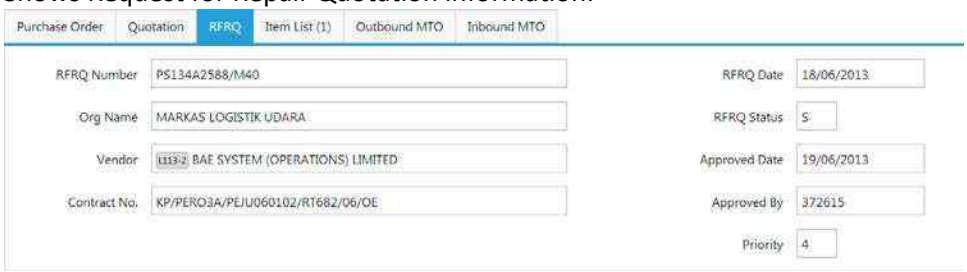
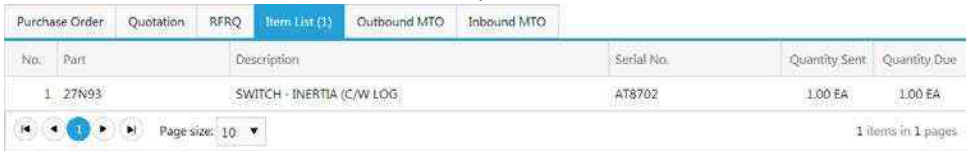
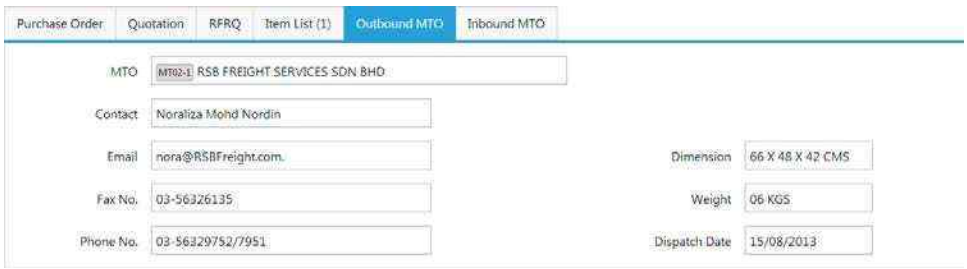
Details page is used to view detail information of item.

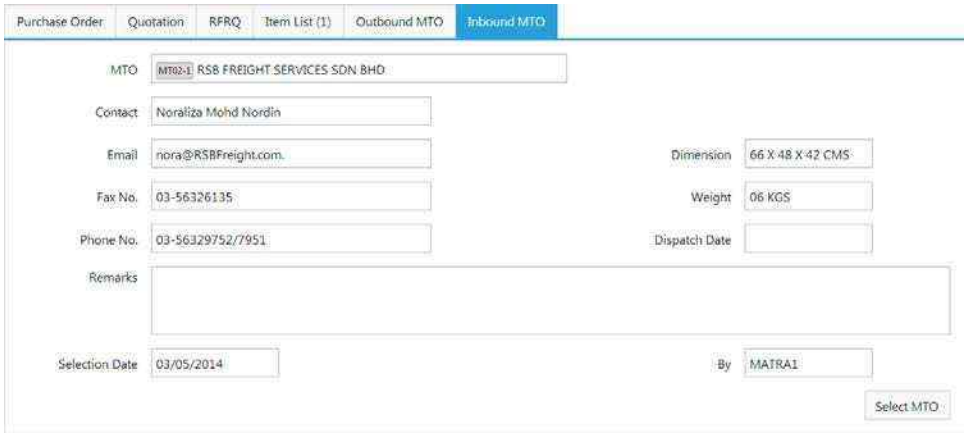
Information that are displayed on the page are:

- Purchase Order information (when available)
- Quotation information (when available)
- Request For Repair Quotation information (when available)
- Component information
- Outbound MTO Information
- Inbound MTO information

This page can be opened by clicking on PO, Quotation, or RFRQ No. link anywhere in the application, except from reports.

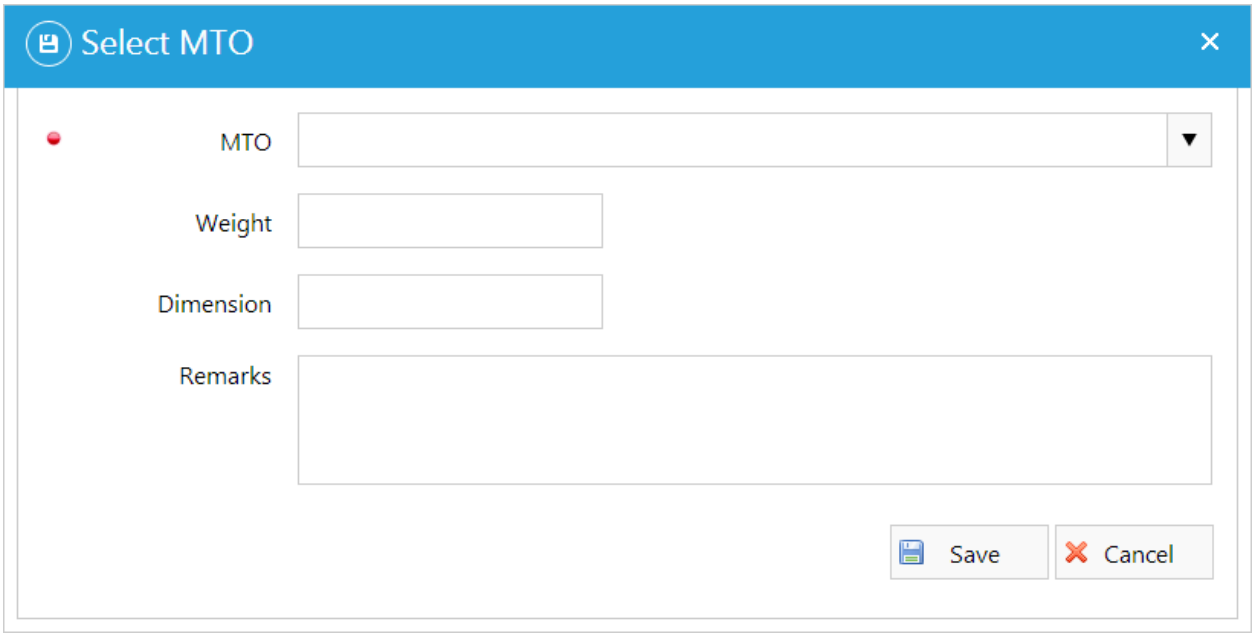
Available user operations on the page are as follows:

Purchase Order	Shows Purchase Order information. 
Quotation	Shows Quotation Request information. 
RFRQ	Shows Request for Repair Quotation information. 
Item List (1)	Shows list of items of the Quotation Request. 
Outbound MTO	Shows outbound MTO information. 

Inbound MTO	Shows inbound MTO information. 
Set Status	Opens *Set Status* window to update tracking status of item.
Select MTO	Opens *Select MTO* window to enter MTO information. This button is available inside *Inbound MTO* tab.

For MRO, only detail page of items related to the currently logged in MRO user can be viewed. And *Set Status* and *Select MTO* buttons are not available.

4.10.1 Select MTO



Select MTO window is used to select inbound MTO and supplies information about the shipment.

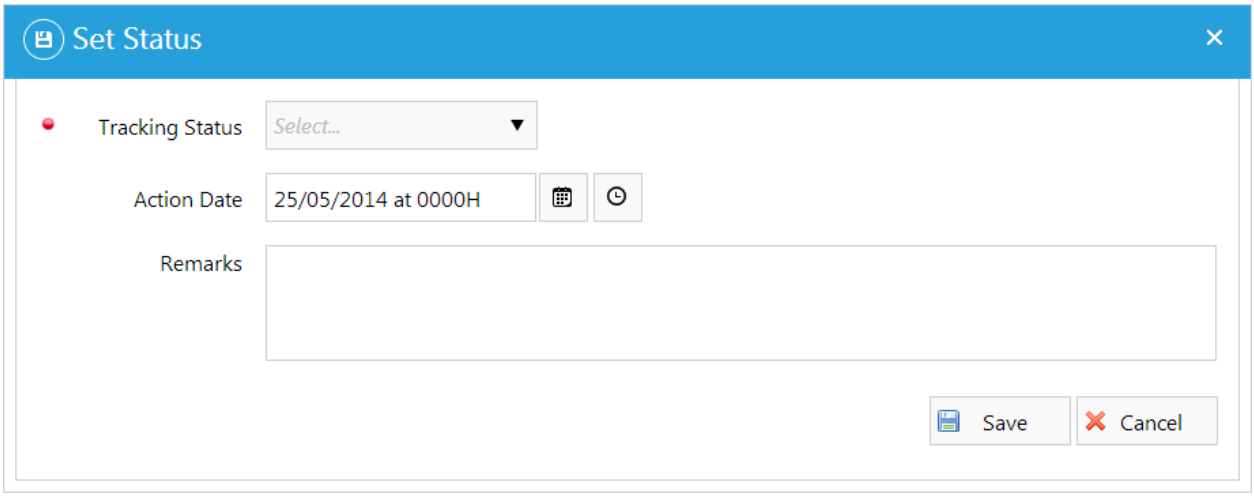
This window can be opened by clicking on the Select MTO button inside *Inbound MTO* tab.

Descriptions of the form on the window are as follows:

MTO	Selects MTO from the dropdown list. Type in the field to show a list of vendors with name or vendor code contain the exact text as entered.
Weight	Enter the weight of the shipment.
Dimension	Enter the dimension of the shipment.
Remarks	Enter remarks/notes of the MTO selection, if any. Maximum data length allowed in this field is 1000 characters.
Save	Saves the selection and information.
Cancel	Cancels MTO selection and close the window.

Selecting MTO will automatically add a new activity in **Activities** table, as below:

4.10.2 Set Status



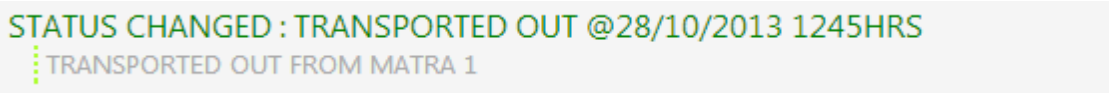
Set Status window is used to update the tracking status of current item.

This window can be opened by clicking on the Set Status button on top right of the workspace.

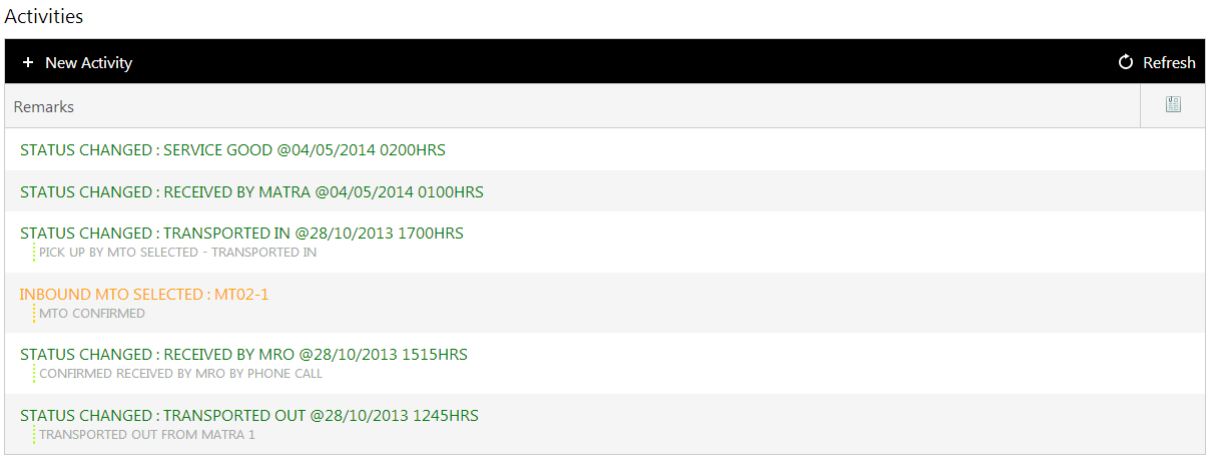
Descriptions of the form on the window are as follows:

Tracking Status	Sets the status of the item. Click on the ▼ icon to select new status. Available options are: • *TRANSPORTED OUT* – The component has been loaded onto the transportation and moved to MRO. • *RECEIVED BY MRO* – The component has reached and handed over to MRO. • *TRANSPORTED IN* – The component has been loaded onto the transportation and moved to MATRA. • *RECEIVED BY MATRA* – The component has reached and handed over to MATRA. • *SATISFIED* – The component has been inspected by MATRA and tracking completed. Selecting this option will show *Satisfied Status* field as described below.
Satisfied Status	Sets the satisfied status of the item. Click on the ▼ icon to change. Available options are: • *SERVICE GOOD* • *UNSERVICEABLE* • *SCRAP* This field is only available when *Tracking Status* field is set to *SATISFIED*.
Action Date	Sets the date and time of status has affected.
Remarks	Enter remarks/notes of the status, if any. Maximum data length allowed in this field is 1000 characters.
Save	Saves tracking status information.
Cancel	Cancels and closes the window.

Changing progress status will automatically add a new activity in **Activities** table, as below:



4.10.3 Activities


Activities
+ New Activity
Refresh
Remarks
STATUS CHANGED : SERVICE GOOD @04/05/2014 0200HRS
STATUS CHANGED : RECEIVED BY MATRA @04/05/2014 0100HRS
STATUS CHANGED : TRANSPORTED IN @28/10/2013 1700HRS
PICK UP BY MTO SELECTED - TRANSPORTED IN
INBOUND MTO SELECTED : MT02-1
MTO CONFIRMED
STATUS CHANGED : RECEIVED BY MRO @28/10/2013 1515HRS
CONFIRMED RECEIVED BY MRO BY PHONE CALL
STATUS CHANGED : TRANSPORTED OUT @28/10/2013 1245HRS
TRANSPORTED OUT FROM MATRA 1

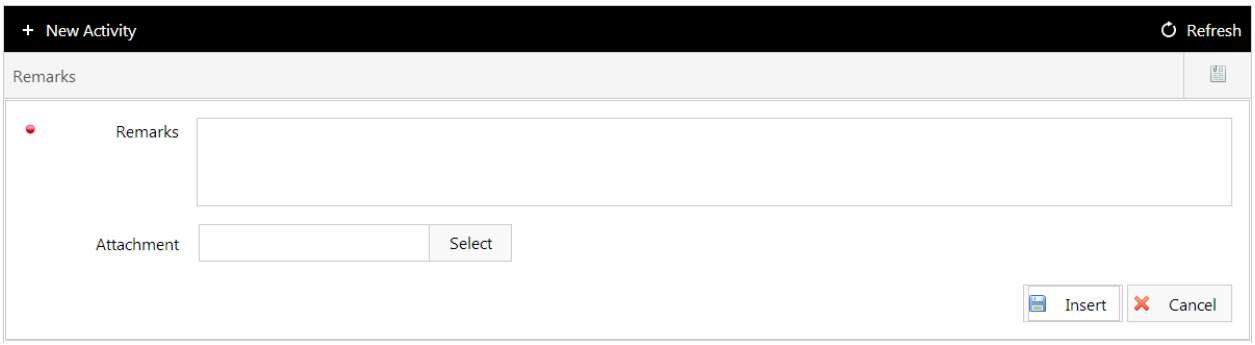
The **Activities** data of an item are shown at the bottom part of details page where existing activities can be viewed or new one can be added by users.

Available user operations on the activities table are as follows:

+ New Activity	Opens a form to add new activity entry.
column	Attachment column displays number of files attached to the activity, if any. Clicking on the number will open the Attachments window.

4.10.3.1 Adding New Activity

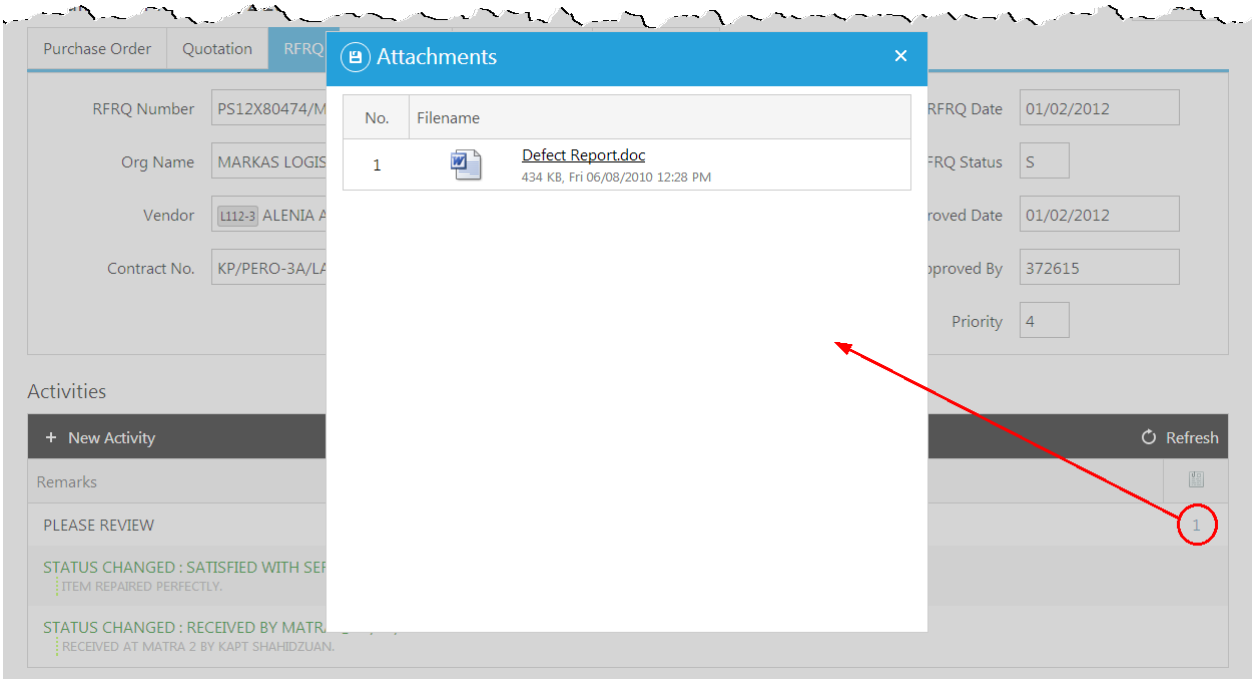
To add new activity, click on + New Activity button on the command bar of the activities table to open a form as shown below:



Descriptions of the form are as follows:

Remarks	Enter remarks of the activity. Maximum data length allowed in this field is 1000 characters.
Select	Opens a **File Open** dialog to select file or files from your local computer to attach to the activity. (*This field is optional*) Attachment files restrictions are as follows: 1. Only files of the following types (***extensions***) are allowed to be attached: a. Image files (***jpg***, ***jpeg***, ***png***, ***gif***, ***bmp***) b. Adobe Portable Document Format files (***pdf***) c. Microsoft Word files (***doc***, ***docx***) d. Microsoft Excel files (***xls***, ***xlsx***) e. Compressed files (***zip***, ***rar***) 2. Maximum individual file size allowed is 5MB.
Insert	Saves the activity.
Cancel	Cancels adding new activity and closes the form.

4.10.3.2 Attachments Window



Attachments window is a popup window that shows a list of file or files attached to an activity or item activity.

Attachments window is opened by clicking on the activity attachments total number under the column in item activities table.

Available user operations on the attachments window are as follows:

	Closes the attachments window.
Filename	Downloads the file to local computer.

5 Reports

Component Tracking System Reports is a module available to all TUDM domain users to generate the following reports:

1. Outbound
2. Inbound
3. MRO List

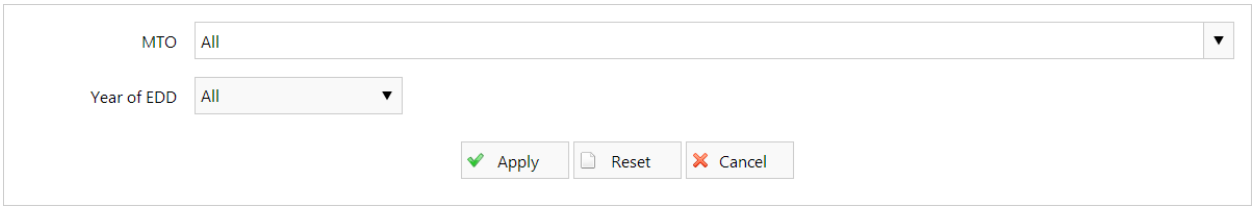
5.1 Outbound Report

Outbound Report generates and shows all items which current tracking status includes TRANSPORTED OUT or RECEIVED BY MRO.

Outbound Report can be opened by clicking on **reports → Outbound** submenu in the menu bar.

5.1.1 Filtering Outbound Report Items

When Inbound Report is opened, user will need to specify what to include in the report. This is done through a form as below:

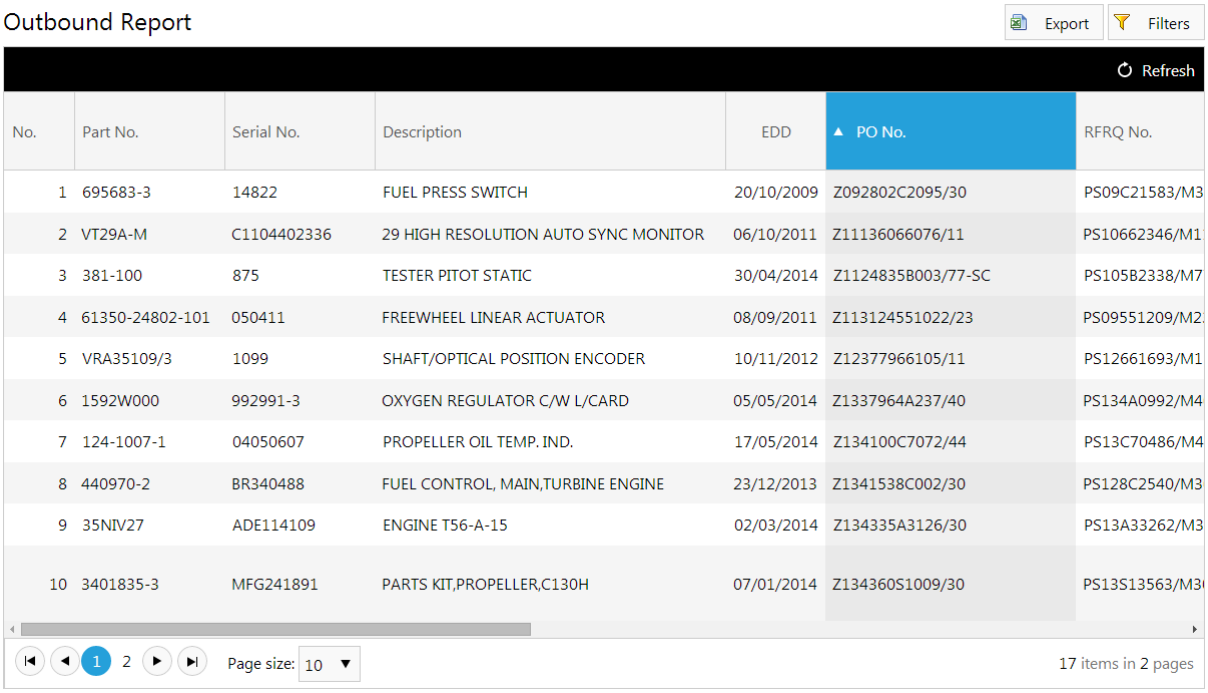


Descriptions of the form are as follows:

MTO	Select MTO name of items to show. Type in the field to show a list of vendors with name or vendor code contain the exact text as entered.

Year of EDD	Sets the year of EDD filter of items to show. Click on the ▼ icon to change. The dropdown list contains the following options: • *All* – for disabling this filter. • *Year* – for filtering items having EDD year equals the selected year.
Apply	Apply current filter settings.
Reset	Returns all fields on the form to default values.
Cancel	Discards all changes made and return to list.

5.1.2 Outbound Report Output



Items are listed in a table with the following data columns:

Column Name	Description
No.	Item number in report.
Part No.	Part number of component.
Serial No.	Serial number of component.
Description	Description of component.

EDD	Estimated delivery date of item.
PO No.	Purchase Order number of item.
RFRQ No.	Request for Repair Quotation number.
MRO	Name of MRO appointed for servicing the component.
Current Status	Current tracking status of item.
Current Status Date/Time	Date and time of item tracking status was updated.
MTO	Name of MTO appointed for transporting the component from MATRA to MRO.
Transported Out Date/Time	Date and time the component was picked up from MATRA.
MRO Receive Date/Time	Date and time the component was delivered to MRO.

Available user operations on the page are as follows:

Export	Exports the report to an Excel file for downloading to user's computer.
Filters	Opens the filter form to change filtering setting of the report.

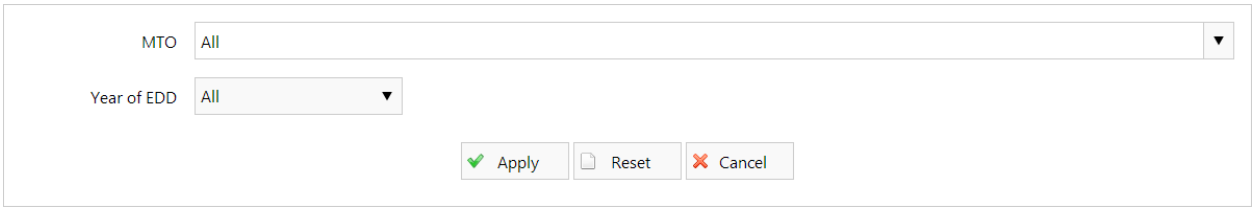
5.2 Inbound Report

Inbound Report generates and shows all items which current tracking status includes TRANSPORTED IN or RECEIVED BY MATRA.

Inbound Report can be opened by clicking on **reports → Inbound** submenu in the menu bar.

5.2.1 Filtering Inbound Report Items

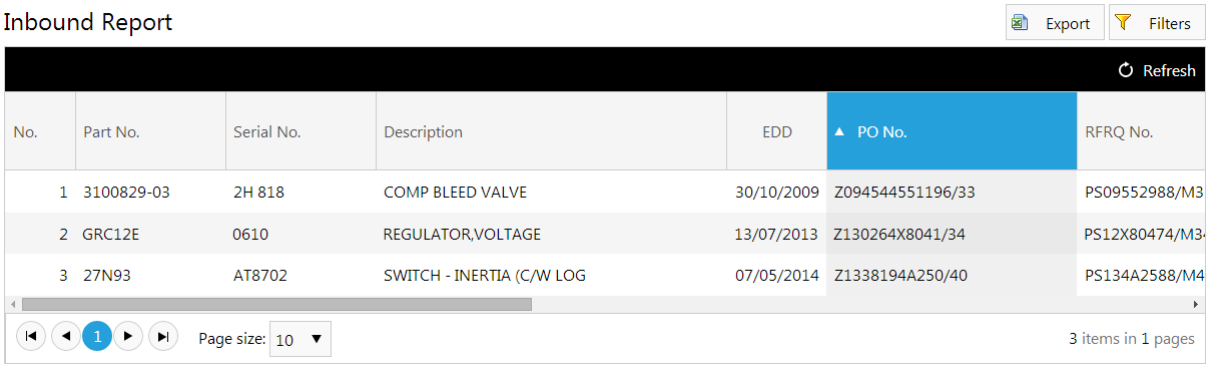
When Inbound Report is opened, user will need to specify what to include in the report. This is done through a form as below:



Descriptions of the form are as follows:

MTO	Select MTO name of items to show. Type in the field to show a list of vendors with name or vendor code contain the exact text as entered.
Year of EDD	Sets the year of EDD filter of items to show. Click on the ▼ icon to change. The dropdown list contains the following options: • *All* – for disabling this filter. • *Year* – for filtering items having EDD year equals the selected year.
Apply	Apply current filter settings.
Reset	Returns all fields on the form to default values.
Cancel	Discards all changes made and return to list.

5.2.2 Inbound Report Output



MRO List report consists of the following data columns:

Column Name	Description
No.	Item number in report.
Part No.	Part number of component.
Serial No.	Serial number of component.
Description	Description of component.
EDD	Estimated delivery date of item.
PO No.	Purchase Order number of item.
RFRQ No.	Request for Repair Quotation number.
MRO	Name of MRO appointed for servicing the component.
Current Status	Current tracking status of item.

Current Status Date/Time	Date and time of item tracking status was updated.
MTO	Name of MTO appointed for transporting the component from MRO to MATRA.
Transported In Date/Time	Date and time the component was picked up from MRO.
MATRA Receive Date/Time	Date and time the component was delivered to MATRA.

Available user operations on the page are as follows:

Export	Exports the report to an Excel file for downloading to user's computer.
Filters	Opens the filter form to change filtering setting of the report.

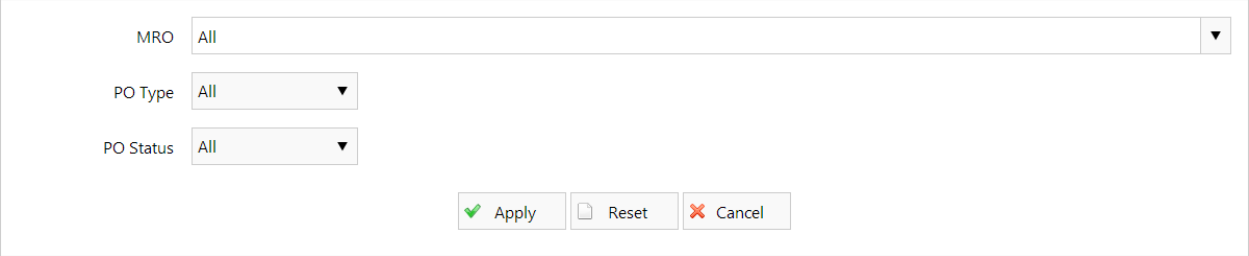
5.3 MRO List Report

MRO List Report generates and shows all MROs with Purchase Orders and other information related to the item.

MRO List Report can be opened by clicking on **reports → MRO List** submenu in the menu bar.

5.3.1 Filtering MRO List Report

When MRO List Report is opened, user will need to specify what to include in the report. This is done through a form as below:



Descriptions of the form are as follows:

MRO	Select MRO name of items to show. Type in the field to show a list of vendors with name or vendor code contain the exact text as entered.

PO Type	Sets the PO type filter of items to show. Click on the ▼ icon to change. The dropdown list contains the following options: • *All* – for disabling this filter. • *Local* – for filtering items of local PO type (LROG). • *Oversea* – for filtering items of foreign PO type (OROG).
PO Status	Sets the PO status filter of items to show. Click on the ▼ icon to change. The dropdown list contains the following options: • *All* – for disabling this filter. • *Active* – for filtering items of status 'A'. • *Satisfied* – for filtering items of status 'S'.
Apply	Apply current filter settings.
Reset	Returns all fields on the form to default values.
Cancel	Discards all changes made and return to list.

5.3.2 MRO List Report Output

MRO List Report

Export Filters

Refresh

No.	MRO Name	PO Type	PO No.	Quot No.	RFRQ No.
1	AIROD SDN BHD	Local	Z10109855429/20 [S]		
2	AEROSPACE TECH. SYS.CORP	Local	Z05175698098/43 [S]		
3	AEROSPACE TECH. SYS.CORP	Local	Z05365598198/43 [S]		
4	ZETRO SERVICES SDN BHD	Local	Z06184843129/30 [A]		
5	AEROSPACE TECH. SYS.CORP	Local	Z07046698042/43 [S]		
6	AEROSPACE TECH. SYS.CORP	Local	Z07047298048/43 [S]		
7	AEROSPACE TECH. SYS.CORP	Local	Z07073798068/43 [S]		
8	DESTINI PRIMA SDN BHD	Local	Z09016253010/30 [S]		
9	PT NUSANTARA TURBIN & PROPULSI	Oversea	Z091890P8029/44 [S]		
10	AEROSPACE TECH. SYS.CORP	Local	Z09194798060/52 [S]		

1 2 3 4 5 6 7 8 9 10 ... Page size: 10 ▼ 21851 items in 2186 pages

MRO List report consists of the following data columns:

Column Name	Description
No.	Item number in report.

MRO Name	Name of MRO.
PO Type	Type of PO.
PO No.	Purchase Order number of item.
Quot No.	Quotation number of item if any.
RFRQ No.	Request for Repair Quotation number of item if any
RFRQ App Date	Approval date of the Request for Repair Quotation.
Dispatch Date	Dispatch date of item's component.
Quotation Date	Date of Quotation.
Quotation App Date	Approval date of the Quotation.
PO Date	Date of Purchase Order.
PO App Date	Approval date of the Purchase Order.

Available user operations on the page are as follows:

Export	Exports the report to an Excel file for downloading to user's computer.
Filters	Opens the filter form to change filtering setting of the report.

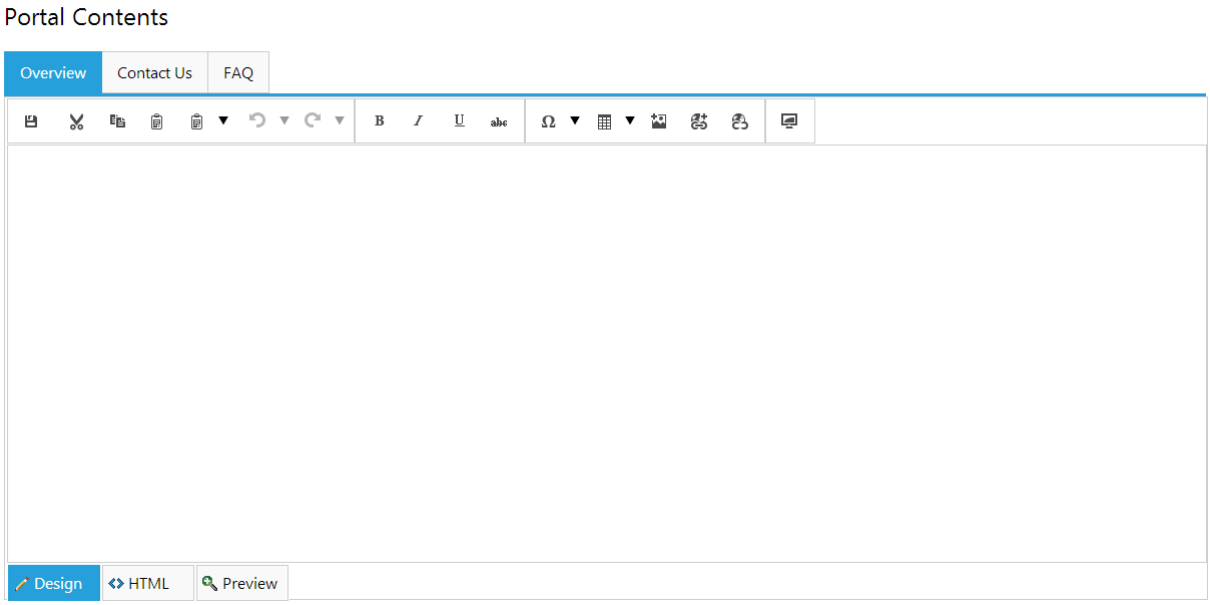
6 Administration

Component Tracking System application administration is accessible to users of Administrator type only.

Administrative tasks that can be performed includes the following:

1. Setting or editing portal contents.
2. Managing announcements.
3. Managing application users.

6.1 Portal Contents



Portal Contents page is used to set or edit contents that are displayed on CTS Portal.

Portal Contents page can be opened by clicking on **administration → Portal Contents** submenu in the menu bar.

The contents can use regular HTML tags to take advantage on HTML formatting for display on web browsers. These contents are written using an HTML editor as shown above. Basic HTMNL tags are supported and can be accessed by clicking on the respective toolbar buttons. For advance users, the HTML source code can also be edited directly using the editor.

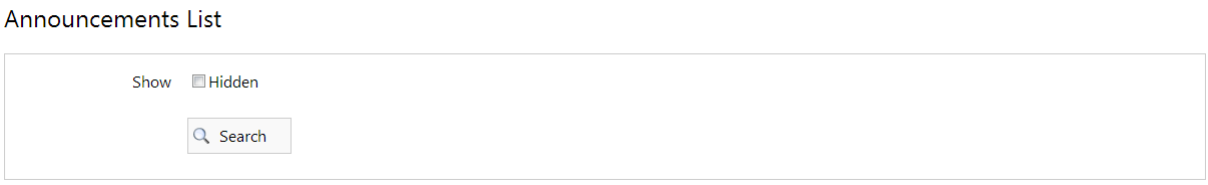
Available user operations on the page are as follows:

Overview	Shows Overview content. When the content is currently displayed, the tab button will be highlighted in blue.
Contact Us	Shows Contact Us content. When the content is currently displayed, the tab button will be highlighted in blue.
FAQ	Shows FAQ content. When the content is currently displayed, the tab button will be highlighted in blue.

6.2 Announcement Management

Announcement Management of Component Tracking System application caters functionalities to create, edit, show or hide announcements on CTS Portal home page.

6.2.1 Announcements List



Announcement List page is used to list existing announcements in the application.

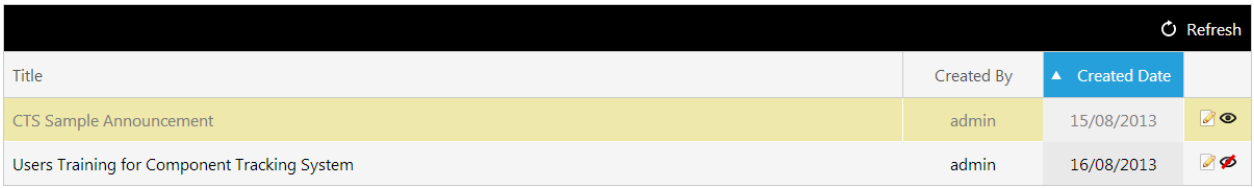
Announcement List page can be opened by clicking on **administration → Announcements ▸ List** submenu in the menu bar.

Descriptions of the search form are as follows:

Hidden	Sets whether to include hidden announcements in the list.
Search	Begin searching.

6.2.2 Announcements List Search Result

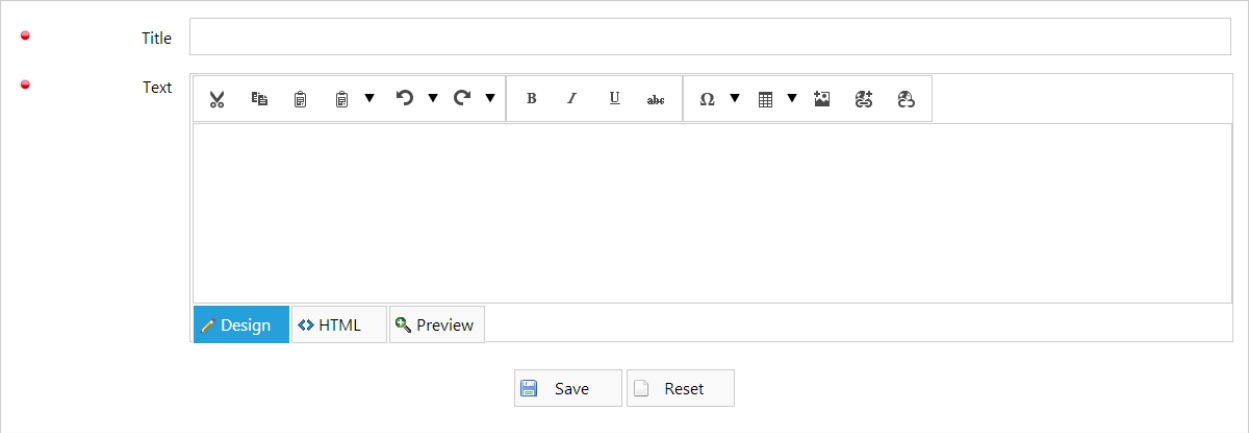
After successful search, the result will be displayed in a table below the search form.



Available user operations on the page is as follows:

	Opens edit form for the announcement.
	Shows the announcement on CTS Portal home page.
	Hides the announcement from being shown on CTS Portal home page.

6.2.3 Announcement Form



Announcement form is used to create new or edit existing announcement.

Announcement form can be opened by clicking on **administration → Announcements ▸ Add Announcement** submenu in the menu bar, or by clicking button on the announcements list for editing existing announcement.

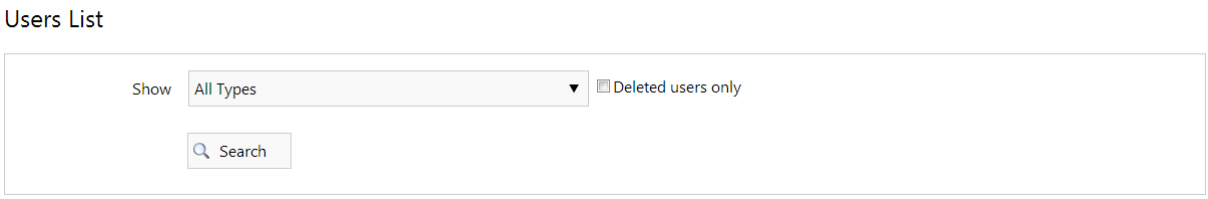
Descriptions of the form are as follows:

Title	Title of the announcement.
Text	Text or content of the announcement.
Save	Saves the new announcement.
Reset	Empties all fields on the form.
Update	Saves the edited announcement.
Revert	Reverts all data of the edited announcement to the last saved values.

6.3 User Management

User Management of Component Tracking System application caters functionalities to create (register), edit or delete users of CTS Main.

6.3.1 Users List



Users List page is used to list existing users of CTS Main area.

Users List page can be opened by clicking on **administration → Users ▸ List** submenu in the menu bar.

Descriptions of the search form are as follows:

All Types ▼	Sets user type to list. Only one user type can be specified at any one time.
Deleted users only	Sets whether to list currently active or deleted users only.
Search	Begin searching.

6.3.2 Users List Search Result

After successful search, the result will be displayed in a table below the search form.

Refresh

Username	Name	Type	Created By	Created Date	
admin	MEJAR MUHAMMAD BIN SALIHIN	Administrator		16/07/2013	
airod	AIROD	Vendor	ramli	04/04/2013	
kamalruzaman	MEJAR JENERAL DATO' KAMALRUZAMAN BIN MOHD OTHMAN	Customer	admin	25/07/2013	
plca1	PUBLIC LIMITED COMPANY AEROSPACE	Vendor	admin	20/07/2013	
ramli	LEFTENAN RAMLI BIN PUTIH	Purchase Operator	admin	03/04/2013	
salleh	KAPTEN SALLEH YAAKOB	Repair Operator	ramli	03/04/2013	

Available user operations on the page is as follows:

	Opens edit form for the user.
	Deletes the user account from CTS Main area.
	Restores or undelete the user.

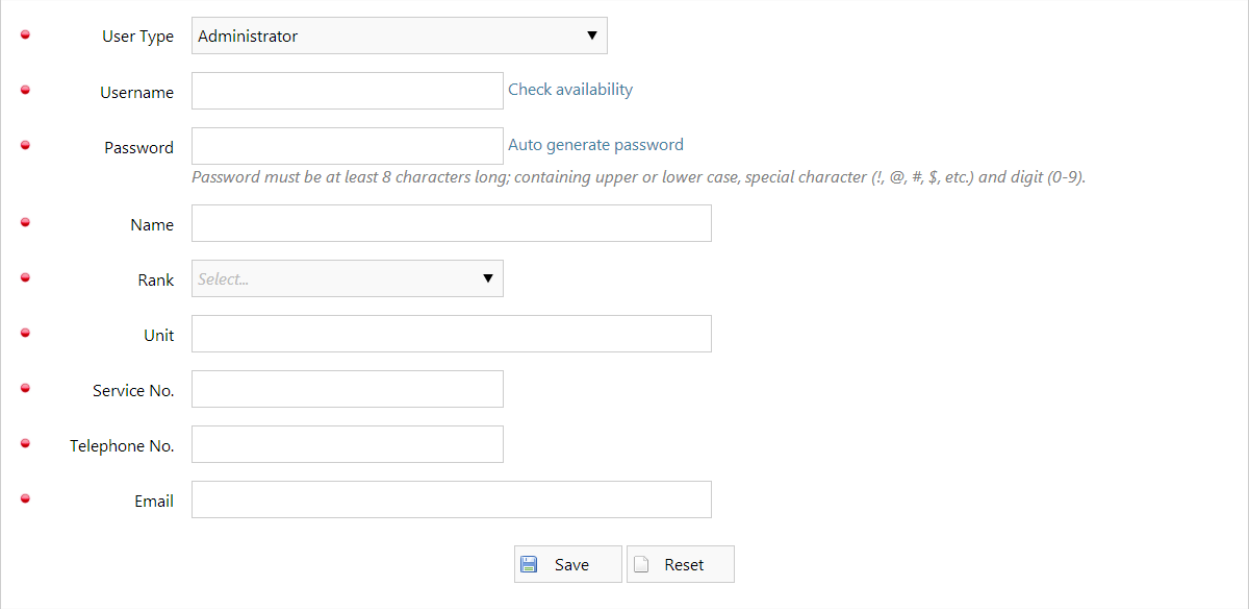
6.3.3 User Form

User form is used to create or register new users, or edit existing users.

There are two types of user form to perform these tasks which are determined by the type of user to be created or edited:

1. User type that belongs to the **TUDM** user domain;
2. User type that belongs to the **Vendors** user group.

6.3.3.1 TUDM Domain User Form



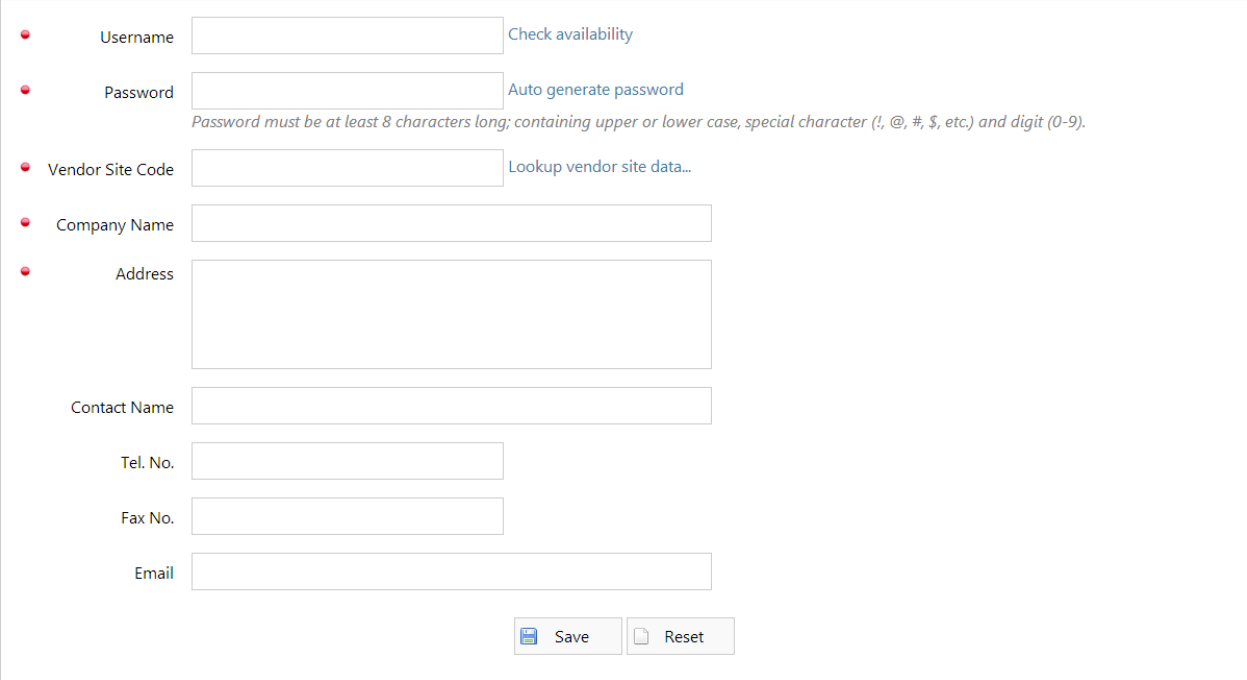
TUDM Domain User form can be opened by clicking on **administration → Users ▸ Add *UserType*** submenu in the menu bar, or by clicking button on the users list for editing existing TUDM users.

Descriptions of the form are as follows:

User Type	Sets the user's type.
Username	Username of the user.
Check Availability	Checks the availability status of the username entered above.
Password	Password of the user account.
Auto generate password	Generates passwords of the user account.
Name	Full name of user as in MyKAD. Do not include titles or rank in this field.
Rank	Military rank. Click on ▼ icon to change.
Unit	Unit name.

Service No.	Service number.
Telephone No.	Telephone number.
Email	Email address.
Save	Saves the new user account.
Reset	Empties all fields on the form.
Update	Saves the edited user account.
Revert	Reverts all data of the edited user to the last saved values.

6.3.3.2 Vendors Group User Form



Vendors Group User form can be opened by clicking on **administration → Users ▸ Add Vendor** submenu in the menu bar, or by clicking button on the users list for editing existing vendor users.

Descriptions of the form are as follows:

Username	Username of the user.
Check Availability	Checks the availability status of the username entered above.
Password	Password of the user account.
Auto generate password	Generates passwords of the user account.

Vendor Site Code	Site code of the vendor as used in SPKB.
Look up vendor site data…	Retrieves vendor site information from previously imported SPKB data, matching the entered vendor site code above and display the result in a popup window, with an option to copy the information into the respective form fields.
Company Name	Full vendor name.
Address	Company address.
Contact Name	Name of contact person. (*This field is optional*)
Tel. No.	Telephone number. (*This field is optional*)
Fax No.	Fax number. (*This field is optional*)
Email	Email address. (*This field is optional*)
Save	Saves the new user account.
Reset	Empties all fields on the form.
Update	Saves the edited user account.
Revert	Reverts all data of the edited user to the last saved values.

7 User's Account

User's Account is a CTS module provided to allow users change information related to his or her CTS account.

User's Account actions can be performed by clicking on submenus contained under *User's Account* menu as shown below:

7.1 Edit Profile

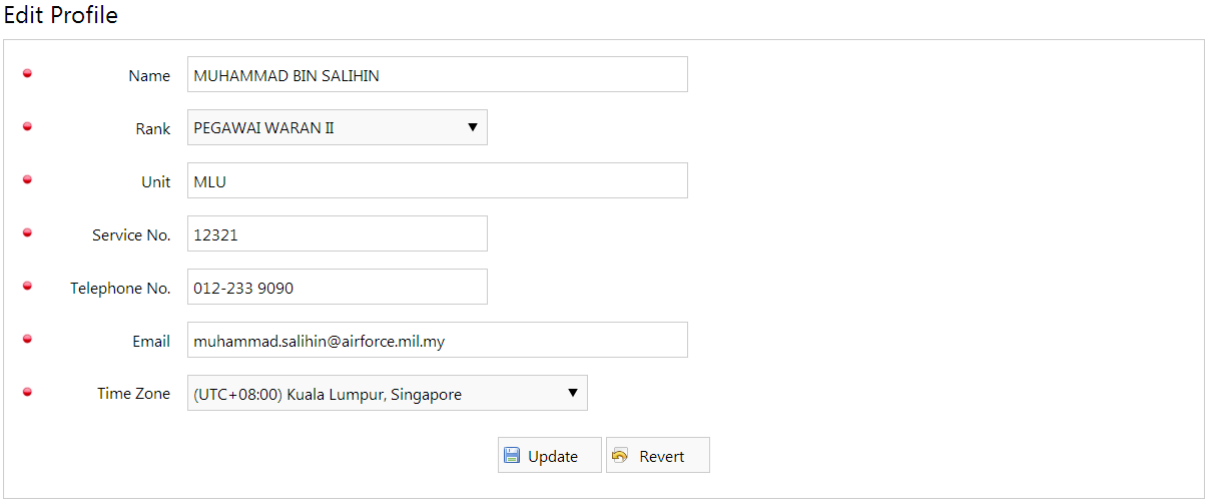
Edit Profile page is used to edit currently signed in user's profile.

Edit Profile page can be opened by clicking on the **user's account → Edit Profile** submenu on the menu bar.

There are two types of Edit Profile page which are determined by the type of user:

3. Users that belong to the **TUDM** user domain;
4. Users that belong to the **MRO** user type.

7.1.1 TUDM Domain Edit Profile Form



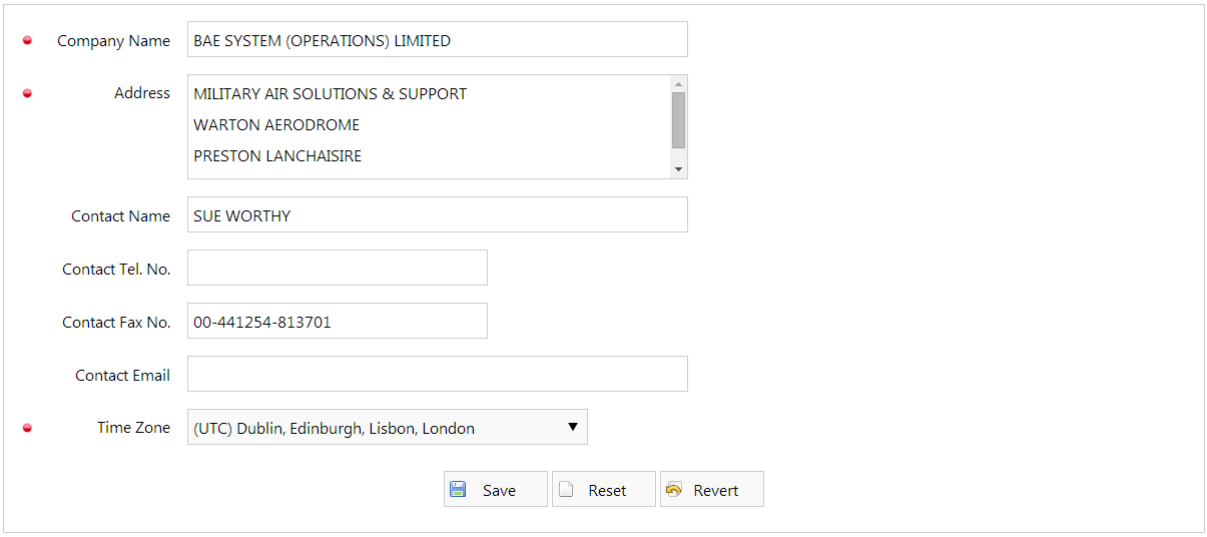
Descriptions of the form are as follows:

Name	Full name of user as in MyKAD. Do not include titles or rank in this field.
Rank	Military rank. Click on ▼ icon to change.
Unit	Unit name.
Service No.	Military service number.
Telephone No.	Telephone number.
Email	Email address.
Time Zone	Time zone of user's location.
Update	Updates user's profile with data entered.

Revert	Reverts data in all fields to the last saved values.

7.1.2 MRO Edit Profile Form

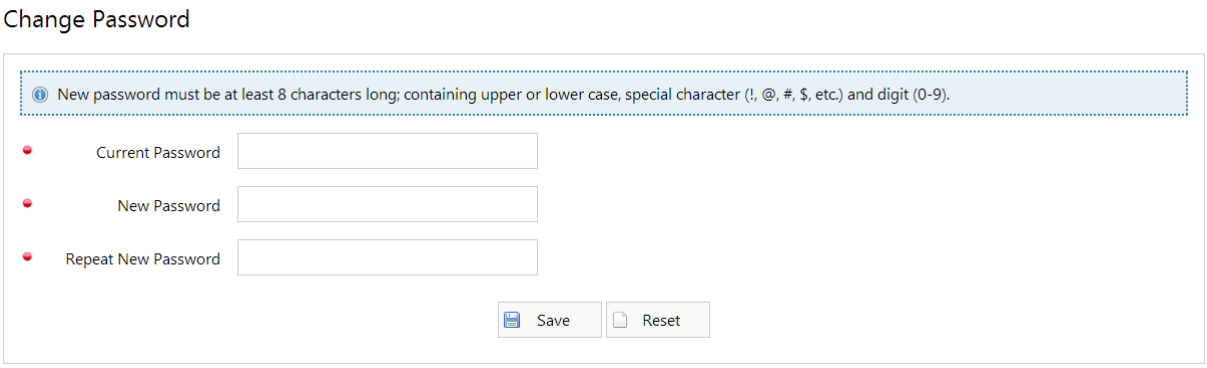
Edit Profile



Descriptions of the form are as follows:

Company Name	Full name of company.
Address	Company address.
Contact Name	Name of contact person.
Contact Tel. No.	Phone number of contact person.
Contact Fax No.	Fax number of contact person.
Contact Email	Email address of contact person.
Time Zone	Time zone of company's location.
Update	Updates user's profile with data entered.
Revert	Reverts data in all fields to the last saved values.

7.2 Change Password


Change Password
New password must be at least 8 characters long; containing upper or lower case, special character (!, @, #, $, etc.) and digit (0-9).
Current Password
New Password
Repeat New Password
Save
Reset

Change Password page is used to change current signed in user's account password.

When user changes his or her password, the new password will take effect on his or her next sign in.

Change Password page can be opened by clicking on the **user's account → Change Password** submenu on the menu bar.

Descriptions of the form are as follows:

Current Password	User's current password.
New Password	New password to change to.
Repeat New Password	Repeat the new password as entered above.
Save	Saves user's new password.
Reset	Empties all fields on the form.

For security, user password must meet the following requirements:

- Minimum 8 characters long
- Contains one or more upper or lower case alphabetical characters (letters)
- Contains one or more numerical characters (digit)
- Contains one or more special characters (E.g. ! @ # $)

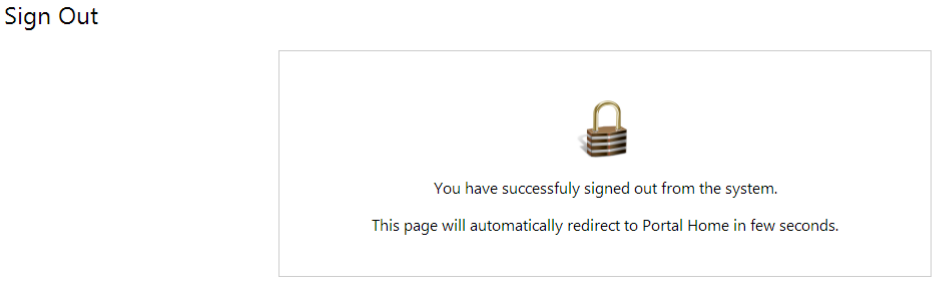
7.3 Sign Out

Users are advised to always sign out from main area of Component Tracking System application before leaving their computers to avoid misuse of their account.

Signing out can be performed by clicking on the **Sign Out** submenu under **user's account** button on the menu bar, or from the **Sign Out** link in **Quick Links** panel on the dashboard page.

Signing out can be performed by clicking on the **user's account → Sign Out** submenu on the menu bar or X button in **Quick Links** panel on the dashboard page.

The application will confirm user's sign out by displaying the following page:


Sign Out
You have successfuly signed out from the system.
This page will automatically redirect to Portal Home in few seconds.